

### **Resident and Fellow Appointment and Credentialing Policy**

**Scope:** Residents and fellows participating in University of Washington (UW) graduate medical education (GME) training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), Council on Dental Accreditation (CODA), or American Board of Medical Specialties (ABMS) Specialty Board who hold a Resident, Fellow or Chief Resident appointment.

**Policy:** Residents and fellows must be fully credentialed by the GME Office prior to commencement of training in a UW GME program, and prior to reappointment to multi-year programs. Appointment to a UW GME training program is conditional and contingent upon successful completion of the appointment and credentialing process, which includes satisfactory completion of the criminal background check process, verification of satisfactory prior training (if applicable), and eligibility for employment in the United States.

Trainees must also comply with the credentialing requirements of all participating sites where they are assigned. Residents and fellows may not commence training at a site until the required appointment and credentialing documentation is completed, approved, and certified.

**Procedures:** **Initial Appointment:** Residents and fellows must complete and submit the appointment and credentialing requirements outlined below via the online onboarding portal in MedHub unless otherwise indicated. Additional appointment documentation required by specific training programs may be communicated to trainees via the MedHub onboarding portal or directly by the program.

**A. Submitted by the Residents/Fellows**

- UW GME Onboarding Form
- Residency and Fellowship Position Appointment (RFPA) Signature Page (signed electronically via the onboarding portal)
- ERAS/Specialty Application or Current Curriculum Vitae
- Copy of medical school diploma<sup>1</sup>
- USMLE Step 1, Step 2 CS and CK documentation; Step 3 if PGY-3 or higher
- Copy of Washington State provider license or Idaho permit
- National Provider Identifier (NPI) Number
- Copy of DEA registration<sup>1</sup>
- Copy of DOH Opioid Training Certificate of Completion (for trainees prescribing long acting opioids)
- Copy of PECOS registration
- Immunization documentation
- UW Medicine Privacy, Confidentiality And Information Security Agreement (PCISA)
- Conviction/Criminal History form
- WA State Patrol Request form

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<sup>1</sup> Due within 2 months of start date for incoming R1s

- Copy of Summative Evaluation from Current Program (if applicable)<sup>2</sup>
- ECFMG Certificate (for IMGs)
- Copy of EAD for foreign nationals (if not under visa sponsorship)

## **B. Background Checks**

Residents and fellows must consent to an online background check through a national background check screening service provider and several federal regulatory checks as part of onboarding.

- **National/International Background Checks:** Instructions for submitting the online request for national/international background checks are provided in the MedHub onboarding portal. The following checks will be completed:
  - 10-Year County Criminal Report
  - DOJ 50 State Sex Offender Search
  - SSN Trace
  - International Background Check (if applicable)
  - OIG List of Excluded Individuals/Entities (LEIE)
  - Excluded Parties List System (EPLS)
  - National Provider Data Bank (NPDB)

### Clarification Process for Reported Erroneous, Inaccurate, or Questionable Information:

If any inconsistencies are found between the attestation section of the MedHub onboarding form and the background check reports, the resident/fellow will be given the opportunity to clarify the information they provided on the form. The GME Office will notify the resident/fellow in writing, by e-mail, or by phone, of any inconsistencies, within 48 hours of receipt of background check reports. The resident/fellow will be asked to respond to any conflicting information provided on the onboarding form and return a formal response within three (3) days. Upon receipt of the response, the GME office will review the information obtained against the information collected from the verification to make sure that there is no longer a discrepancy. If necessary, a recommendation will be forwarded to the appropriate Program Director for resolution of the case.

In the event that information disclosed as part of the background check process requires further review, the GME office will notify the program director and department chair for review and consideration.

## **C. N-95 Fit Testing**

Must be completed during orientation or by visiting UWMC-EHC prior to the start of appointment.

## **D. Disability Accommodation**

Residents and fellows who require a disability accommodation may request an accommodation from the [UW Disability Services Office](#). The resident/fellow should indicate that a disability accommodation is required in the UW GME onboarding form, completed through the onboarding portal in MedHub.

## **Annual**

**Reappointment:** The following requirements will be completed during annual reappointment.

### **A. Appointment and Credentialing Documentation Required from Residents/Fellows**

- Residency and Fellowship Position Appointment (RFP) Signature Page (signed electronically): Residents and fellows must sign a new RFP for each year they

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<sup>2</sup> Due within 1 month of start date

are appointed to a UW GME program. The RFPA signature page will be delivered to residents, fellows and their program directors for review and electronic signature via MedHub.

- UW Medicine Privacy, Confidentiality, and Information Security Agreement (PCISA): All UW Medicine workforce members must sign the "UW Medicine Privacy, Confidentiality, and Information Security Agreement" at appointment and reappointment. Residents and fellows will sign the PCISA electronically via MedHub.

**B. Background Checks:** The GME Office will run subsequent WATCH reports every two years for all continuing trainees.

**Compliance:** Residents and fellows are responsible for ensuring timely submission of all required documents to the GME Office, unless otherwise indicated, prior to commencement of training.

Clinical access for UW Medicine accounts will not be activated until all required documentation has been received by the GME Office and verified in MedHub.