Senior Fellow/Senior Fellow Trainee Credentialing Policy

Scope: Senior Fellows (10445) and Senior Fellow Trainees (10442) participating in University of Washington (UW) non-ACGME accredited clinical training programs that involve direct patient care and/or indirect patient care activities. This includes Senior Fellows and Senior Fellow Trainee in MD and PhD programs.

Note: Individuals holding dual appointments as Acting Instructor (10124) and Senior Fellow (10445) and/or Senior Fellow Trainee (10442) will be credentialed through the Office of Medical Staff Appointments (OMSA).

Policy: Senior Fellows and Senior Fellow Trainees must be fully credentialed by the Graduate Medical Education (GME) Office prior to commencement of training, and prior to reappointment to multi-year programs. Appointment to a UW training program is conditional and contingent upon successful appointment as a Senior Fellow/Senior Fellow Trainee through Academic Appointments and Compensation (AAC) and credentialing through the GME Office.

Trainees must also comply with the credentialing requirements of all participating sites where they are assigned. Senior Fellows/Senior Fellow Trainees may not commence training at these sites until all required credentialing documentation is completed, approved, and certified.

Procedures: Initial Appointment:
Senior Fellows/Senior Fellow Trainees must complete the credentialing requirements outlined below via the online onboarding portal in MedHub unless otherwise indicated. Additional credentialing 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 Senior Fellow/ Senior Fellow Trainee
   - UWSOM Onboarding Form
   - Current Curriculum Vitae
   - Copy of medical school diploma
   - Verification of passing USMLE Step 3
   - Copy of Washington State provider license or Idaho permit
   - Copy of DEA registration
   - National Provider Identifier (NPI) Number
   - Immunization documentation
   - UW Medicine Privacy, Confidentiality And Information Security Agreement (PCISA)
   - Conviction/Criminal History form
   - WA State Patrol Request form
   - Copy of PECOS registration
   - Copy of Final Summative Evaluation from ACGME program
   - Copy of EAD for foreign nationals (if not under visa sponsorship)
   - ECFMG Certificate (for IMGs)

1 Reference letter from current program director or employer may be provided in lieu of final summative evaluation if not entering program directly from an ACGME-accredited residency/fellowship.
B. Background Checks
Senior Fellows/Senior Fellow Trainees 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 Senior Fellow/Senior Fellow Trainee will be given the opportunity to clarify the information they provided on the form. The GME Office will notify the Senior Fellow/Senior Fellow Trainee in writing, by e-mail, or by phone, of any inconsistencies, within 48 hours of receipt of background check reports. The Senior Fellow/Senior Fellow Trainee 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
Senior Fellows and Senior Fellow Trainees who require a disability accommodation may request an accommodation from the UW Disability Services Office. The Senior Fellow/Senior Fellow Trainee 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 Senior Fellows/Senior Fellow Trainees

- 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. Senior Fellows/Senior Fellow Trainees will sign the PCISA electronically via MedHub.
- **Background Checks**: The GME Office will repeat background checks every two years for all continuing Senior Fellows/Senior Fellow Trainees.

**Compliance**: Senior Fellow/Senior Fellow Trainee 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.