POLICY: 200-050385-012

Credentialing of Resident Physicians

After recruitment and selection of candidates for hire, it is necessary to verify critical information on new hire candidates before training begins. Primary source verification is the process by which an individual's specific credential is authenticated directly from the original source or issuing agent of the credential. It removes the applicant from the process which is thought to minimize the opportunity for falsifications or misrepresentation. This form of verification is thought to be the most genuine and valid.

Policy

The Graduate Medical Education Department (GME) and training programs will jointly verify primary sources of information on all applicants accepted into training programs at Harbor-UCLA Medical Center.

Items requiring verification include, but are not limited to those listed in Table 1, below. Verifications must be complete prior to the beginning of training.

<table>
<thead>
<tr>
<th>Credential</th>
<th>Explanation</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>There must be three letters of reference. These letters should be thoroughly reviewed. Letters should be provided through the Electronic Residency Application Service (ERAS) or an original letter received directly from the reference.</td>
<td>Program</td>
</tr>
<tr>
<td>CV</td>
<td>The curriculum vitae must be thoroughly reviewed</td>
<td>Program</td>
</tr>
<tr>
<td>Medical School Graduation</td>
<td>The GME office will mail requests to medical schools for verification of graduation. If the applicant is a graduate of an International Medical School, a status report from the Educational Commission for Foreign Medical Graduates (ECFMG) will be requested. A faxed verification will be accepted, but must be followed by the mailed original.</td>
<td>GME Office</td>
</tr>
</tbody>
</table>
Prior Training

The Harbor training programs will mail Harbor’s verification form to all of the candidate’s previous program directors. Once complete, the form must be mailed or faxed back directly to Harbor from the previous program. A copy will be kept in the trainee’s departmental file and uploaded into MedHub.

Program and GME Office

ECFMG

ECFMG status report will be requested via the ECFMG’s online Certification Verification Service (CVS) for all foreign medical graduates.

GME Office

Licensure

If a license in a healthcare field was held by applicant, an inquiry must be made through the board’s internet website or a telephone call to determine the status of the license and any pertinent history.

GME Office

NPDB Query

If an MD or DO license was held, a query of the National Practitioner Data Bank must be performed. The NPDB is primarily an alert or flagging system intended to facilitate a comprehensive review of health care practitioners’ professional credentials.

GME Office

Resident Contract

See Appendix 1

Resident Training

The Graduate Medical Education office offers Life Support certification and re-certification training to housestaff at no charge. These training sessions include:

- ACLS/BLS Training
- PALS Training
- ATLS (off campus) is offered to licensed Surgery, Emergency Medicine, and OMFS trainees.
- NRP (offered to Emergency Medicine, Pediatric, OB/Gyn, and Family Medicine trainees). Pediatric trainees may register through the Pediatric Department.

Note – Re-certification courses are for people with current certification that will soon expire or has expired within five months of the training course date. If housestaff don’t meet these requirements, they will need to take the full certification course.
Appendix 1 – Sample Resident Contract

COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES
RESIDENT PHYSICIAN CONDITIONS OF APPOINTMENT AGREEMENT

Resident Name: (NAME)
Last 4 of Social Security: (----)
Department: (PROGRAM)

PGY Level: (LEVEL)       Salary: (AMOUNT) per month

Dates of Appointment: (START DATE) through (END DATE)

The Los Angeles County Harbor-UCLA Medical Center (hereafter referred to as the Medical Center) is owned and operated by the County of Los Angeles. The faculty of the David Geffen School of Medicine at UCLA supervise the Resident Training Programs. While employed in the Physician Postgraduate Training Program the resident is classified as a temporary civil service employee of the County of Los Angeles and is subject to all applicable provisions of the Charter of Los Angeles, County Ordinances, County Civil Service Rules, County Department of Health Services rules and practices, Medical Center policies. The resident also is subject to academic standards established by the University and its School of Medicine. Significant aspects of the foregoing provisions are summarized herein:

For purposes of this document, the term resident includes an individual in a residency program often referred to as an Intern, Postgraduate Physician, or Fellow, who is employed by the County of Los Angeles (hereafter called County).

I. SIGNATURE BY RESIDENT

I hereby certify that I have read, and that I understand and accept the attached Conditions of Employment for Resident Physicians, including the Resident Responsibilities.

____________________________________________
(NAME)
Resident Signature