Criminal Background Check of House Officers

Policy Number: GME - 008
Effective Date: December 9, 2009

Description:
Criminal background checks (CBC) are required of all newly appointed House Officers. This policy clarifies the procedures outlined in the House Officer Policy and Procedure Document.

Purpose:
Several actions are possible if the CBC identifies issues for a House Officer including denial of appointment, termination, or continuation in the program with monitoring. This policy outlines the procedures to be followed depending on which action is chosen.

Scope:
All House Officers sponsored by UCSD.

Definitions:
HOPPD: House Officer Policy and Procedure Document
CBC: Criminal background Check

POLICY:
The HOPPD specifies that completion of a satisfactory CBC will be a requirement for all newly appointed House Officers sponsored by UCSD School of Medicine/UCSD Healthcare, effective 6/23/08. During training, once licensure is required, the ability to obtain and maintain licensure will serve as evidence of an ongoing satisfactory CBC.

PROCEDURES

1) Contracts sent by the Office of Graduate Medical Education will include a statement about the requirement of a satisfactory CBC as a condition of employment.

2) CBC’s will be performed by a reputable company through the usual business contracting arrangements.
3) Matched physicians-in-training and current housestaff will be asked to provide appropriate authorization, with the pertinent identifying information necessary to initiate the check.

4) Those undergoing the CBC will have an opportunity before any information is released to UCSD to review the data for accuracy.

5) The following databases would be searched:
   a. Social Security Number Validation
   b. Analyzed Social Security Number Search
   c. County Criminal Records Search
   d. National Criminal File Search
   e. National Sexual Offender Database Search
   f. Sanctions Base Search
   g. Motor Vehicle Records/Driving Records Search

6) CBC reports for new physicians-in-training will be reviewed by the DIO/Associate Dean for Graduate Medical Education, the Chair of the Graduate Medical Education Committee and the House Officer’s Program Director, in consultation with the Department’s Education Committee, who will make a decision about entry into the program. There is no appeal to this decision.

7) CBC reports for current physicians in training will be reviewed by the DIO/Associate Dean for Graduate Medical Education, the Chair of the Graduate Medical Education Committee and the House Officer's Program Director, in consultation with the Department’s Education Committee, who will make a decision about continuation in the program. Should a decision of termination be made, the appeal mechanism specified in UCSD’s House Officer Policy and Procedure Document will apply.

8) If it is determined that a House Officer will enter, or be allowed to continue in a UCSD training program, the Program Director will establish a monitoring mechanism appropriate to the issue that was identified in the CBC. For example, if the House Officer had a past offense of Driving Under the Influence (DUI) or equivalent, a monitoring program would be established that may include periodic meetings with the House Officer and Program Director, referral to the Physician Well Being
Committee (PWBC), or other actions that may be determined by training program leadership. These proactive efforts may ultimately facilitate medical licensing by the Medical Board of California (MBC) or reassure the MBC that a currently licensed physician is being appropriately monitored by UCSD.

9) For a House Officer not yet licensed by the MBC, medical license application should be initiated as soon as possible as the time period for application review will be significantly longer than an applicant without these issues.

10) In accordance with section II. A. 1. b. of the HOPPD, a House Officer will be placed on mandatory, non-appealable suspension for failure to comply with CA state licensing requirements. The period of suspension will not exceed 14 days. After this time if the House Officer is not licensed by the MBC this may result in the House Officer’s automatic resignation. Similarly, should a House Officer’s license be placed on probation, or restricted in any way, his/her continuation in training will be at the discretion of the Program Director and Associate Dean for GME/DIO.

Training at Affiliated GME Training Sites
Additional screening and procedural requirements may be mandated by affiliated institutions while House Officers are rotating through these sites as a part of their UCSD training program.

References:
HOPPD, revised July 1, 2009

Approval Dates:
GMEC: December 9, 2009

Contact Information:
Office of Graduate Medical Education; http://meded.ucsd.edu/gme/