Purpose: This checklist is designed to assist program leadership and incoming residents with the process of appointment of new residents at the Ohio State University Medical Center. This document should be distributed to all newly matched/accepted trainees and to all non-OSU applicants wishing to rotate at Ohio State. It is also required to be distributed to all individuals coming to OSU to interview for a GME training program through the National Resident Matching Program (NRMP). Any questions regarding the appointment process should be forwarded to either the program coordinator for your program or the GME Office (293-7326).

Checklist for Residency and Fellowship Appointments

Required to be completed prior to entering program
Updated December 20, 2006

In this document, the term “resident” refers to all interns, residents and fellows in GME training programs.

☐ Limited Staff Agreement – A copy of the annual Limited Staff Agreement must be signed by the resident/fellow and program director. A copy of the agreement will be kept at the program and a copy will be forwarded to the Corporate Credentialing Office for inclusion in your medical staff file. A copy of the annual agreement is also available on the GME section of the Medical Center intranet.

☐ Limited Staff Credentials – An application for clinical credentials must be completed and submitted to Corporate Credentialing. Prior to beginning clinical training, applicant must either have been granted limited staff credentials or temporary credentials. Written requests for temporary credentials must be submitted by the clinical department to the Corporate Credentialing Office for approval by the Medical Director. Information on this process can be obtained from Corporate Credentialing at 293-7444.

As a part of your application to the Limited Staff, the following required information must be submitted to Corporate Credentialing:

☐ Completion of Ohio Department of Insurance (ODI) application and the OSU addendum questions
☐ Medical License/Training Certificate (see next section)
☐ Peer/Faculty references from within the last 6 months (3 required)
☐ Completion of Annual Infection Control Education Program test
☐ Completion of HIPAA education program
☐ Submission of TB and Infectious Disease surveillance form
Proof of immunization/immunity for rubella, rubeola, hepatitis B, varicella
Verification of negative drug screening
Criminal Background check completed (if you have lived in Ohio less than five years, a federal background check will be completed)

In addition, Corporate Credentialing will obtain additional information from outside primary source verification databases:

- Proof of completion of medical school
- Proof of satisfactory completion of prior GME training
- Proof of ECFMG certification (for graduates of non-LCME/AOA accredited medical schools)
- Query of National Practitioner Data Bank (NPDB) and Healthcare Integrity and Protection Data Bank (HIPDB)

If an applicant has a past history with respect to any of the items listed below, there may be a delay in the start of your training and your application may require additional review:

- History of drug or alcohol use, addiction or treatment for addiction
- Named as a defendant in any criminal case (excluding non-DUI traffic violations)
- Any previous disciplinary action in medical school or residency training program including remediation extending the length of training, probation, non-promotion, non-renewal or termination
- Extended breaks in your training for any reason

☐ **USMLE Step 1 and Step 2 (CK & CS)**
All entering residents must have successfully completed USMLE Step 1 and Step 2 (CK&CS) prior to appointment to the limited staff of University Hospital and prior to official appointment to their training program.

☐ **USMLE Step 3**
All residents must successfully complete USMLE Step 3 prior to the completion of the PGY-2 training year. Residents entering a program at the PGY-3 year or higher must have completed USMLE Step 3 prior to their appointment to the Medical Staff.

☐ **Medical License/Training Certificate** –
Proof of completion of one of the following steps must be received by Corporate Credentialing prior to beginning a training program. Information on state licensure and training certificate can be found at the following website:
http://med.ohio.gov/applicationforms.htm

- Copy of acknowledgement letter (proof of Training Certificate application receipt)
- Training Certificate issued/renewed
- Permanent Ohio Medical License issued
☐ Proof of receipt of application for Permanent Ohio Medical License from Ohio State Medical Board

☐ **Medical Center ID Badge** – You must obtain a hospital ID badge through OSUMC Security (S-127 Rhodes Hall). Arrangements for getting your badge should be made by your program coordinator. As a part of the ID process, you will be fingerprinted as a part of your criminal background check. You must have a photo ID and a social security number.

☐ **Drug Screening** – All new housestaff must undergo pre-employment drug screening through urine toxicology testing prior to being appointed to the Medical Staff within the OSU Health System. Screening is done for the following drugs:
- Amphetamines/methamphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Marijuana
- Opiates

☐ **Immigration status** – Prior to entering a training program, non-US citizens must be granted permission for entry to the United States and approval to work in a residency training program. OSU Medical Center accepts non-US citizens for residency and fellowship programs if they meet one of the below conditions:
- Permanent resident status (including a work authorization)
- Eligible for a J-1 visa
- Eligible for an H-1B visa AND one of the following conditions applies:
  i. Applicant is a current medical student at an LCME/AOA accredited US medical school on F-1 student visa, or
  ii. Applicant is a trainee in a GME training program at another institution on an H1-B Visa (see policy “Eligibility Requirements for Appointment into Residency and Fellowship Program”)

For residents wishing to apply for J-1 visas, assistance from the GME Office is provided for completion of appropriate application paperwork to the ECFMG Exchange Visitor Sponsorship Program. A DS-2019 must be received back from the ECFMG prior to entry into the training program. Eligibility requirements can be found at the ECFMG website at www.ecfmg.org. The GME Office must approve all new and continuation applications for J-1 visas prior to submission to the ECFMG.

For residents wishing to apply for H-1B visas, the applicant’s qualifications for the H-1B must be reviewed and approved by the GME Office prior to the application being submitted. Applications are submitted to the University Office of International Education (OIE). Typically, a staff member from your department will serve as a liaison with the OIE to facilitate the collection of any data needed for the application.
Computer Access and Training - Complete a computer access request form for all necessary applications based on your specialty. The form must be signed by a supervisor in your department. Also, your program will schedule any necessary training courses in the use of these systems.

Additional requirements and exceptions for trainees rotating from affiliate hospitals/training programs

All of the above required items for OSU residents are also required for outside rotators coming to OSU for GME electives or regular rotations with the following additional requirements and exceptions as noted:

Additional requirements:

- For routine rotations from affiliate hospitals, an affiliation agreement should be in place and no additional information should be required. If you are unsure if an agreement exists for an affiliate institution, please contact the OSU program coordinator or the GME Office.
- For one-time or incidental rotations, an affiliation agreement must be in place between OSU and the resident’s home institution prior to the beginning of the rotation. This agreement covers various issues including educational objectives, evaluations to be completed, and professional liability coverage. A template for these agreements have been developed to facilitate this process. Please contact the GME Office to get the appropriate forms for an outside rotation.

Exceptions to the requirements:

- For rotators from hospitals within Columbus:
  Drug screening and criminal background checks must be completed through the normal OSUMC process prior to approval of temporary privileges or limited staff privileges to begin a rotation at OSUMC.

- For rotators from non-Columbus hospitals – Criminal Background Check
  1. May be completed through the receipt of documentation from the rotator’s program director that the rotator has undergone a criminal background check at the home institution and that there have been no issues raised during the rotation.
  2. May be completed at OSUMC prior to beginning the rotation
  3. Must be completed on the first business day that the rotator is at OSUMC if #1 or #2 not met.

- For rotators from non-Columbus hospitals – Drug Screening
  1. May be completed at OSUMC prior to beginning the rotation
  2. Must be completed on the first business day that the rotator is at OSUMC if not done previously
Institution reserves the right to cancel the rotation and rescind the temporary privileges if there are any issues raised by the criminal background check or by the drug screening.

**Recommended but not required prior to beginning program**

- **ACLS Training**
  All residents must have current Advanced Cardiovascular Life Support (ACLS) training. If your ACLS is not current, you will have 90 days to complete the re-training course once you start your training program. This requirement does not apply to rotating residents. Schedule through your program or through the medical center educational development and training [http://edr.medctr.ohio-state.edu/](http://edr.medctr.ohio-state.edu/)

- **Email accounts** - You will automatically be assigned an OSU Medical Center email account on Outlook (format = Firstname.Lastname@osumc.edu) through your department. You are also eligible for an OSU email address through main campus (format = name.##@osu.edu). This does not apply to rotating residents.

- **Lab Coats** - You are eligible for 2 new lab coats each year. Training programs will assist in placing the lab coat order. This does not apply to rotating residents.

- **Parking Permit** - Residents are eligible to apply for an “A” Faculty parking permit. Forms to apply for a hangtag can be found at the website for Transportation and Parking Services or can be picked up at 160 Bevis Hall on West Campus [http://www.tp.ohio-state.edu/](http://www.tp.ohio-state.edu/)