

## **BACKGROUND CHECK POLICY**

The University of Tennessee Office of Graduate Medical Education is committed to hiring the most capable housestaff in order to achieve its strategic goals. Part of this commitment is to create a professional environment that fosters excellence, abhors intolerance, and provides a safe workplace. To better achieve this, the Office of Graduate Medical Education requires that every resident/fellow successfully pass a criminal background check before we execute the resident/fellow contract and employment takes place.

### **Procedure for the criminal background check:**

- During the interview process, a copy of this policy should be distributed to applicants.
- In order to ensure a thorough background review, applicants and incoming residents/fellows must provide complete and accurate information. This includes disclosure of termination for cause from relevant employment, previous training or medical school. New residents/fellows must disclose this information to the Program Director prior to beginning training. Any serious issues will be forwarded to the Associate Dean of GME for additional follow up. The University reserves the right to rescind an offer of appointment to any individual who fails to disclose this information.
- After the Match a letter will be sent from the GME Office with information regarding the forms that must be completed which will include the background check consent form.
- When GME receives the consent form it will initiate the background check with the appropriate outside firm.
- If the report shows negative information the report will be forwarded to our teaching hospitals with no identifiers. The hospitals will then respond as to whether the negative information would prohibit that individual from working at that facility. The GME Office will notify the Program Director of the negative information and the response from the hospitals. It is then up to the Program Director to determine if the resident/fellow will be able to complete his or her training if one or more teaching hospitals refuse to allow the trainee to rotate there.
- If the Program Director determines that the resident/fellow will not be able to complete his or her training requirements here, he/she will notify the resident/fellow in writing of the decision and copy the GME Office and Office of General Counsel.

### **Automatic exclusions to employment:**

The exception to this process is any conviction of a felony, violent crime, or sex crime will automatically prohibit the individual from training at the University of Tennessee.

- All applicants will be checked against the Office of Inspector General's (OIG) list of individuals excluded from federal healthcare programs and the Excluded Parties List System (EPLS). Excluded individuals listed on these federal databases are not eligible for employment/continued employment.

### **Foreign Nationals**

A criminal background check will be processed for any foreign national that has been in the United States for at least one year. Any foreign national that is entering the United States for the first time would have already been cleared by the Department of Homeland Security and credentialed by ECFMG and will not require an additional background check.

It must be clearly understood that no new resident/fellow will be approved until a background check has been completed and the results of the check have been considered at the program and institutional level. Thus no resident/fellow can begin training until this process has been completed.