

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE - JACKSONVILLE
Office of Educational Affairs

Approval Date: 02/07/06	Subject: Resident Background Checks and Drug Screens	Page 1 of 3
Approved by: GMEC		Revised Date: 08/10/09; 8/2/15; 5/20/19
Effective Date: 03/01/06		Review Date: 6/1/15; 2/25/19

Purpose:

Many hospitals and other facilities to which residents rotate now require criminal background checks and drug screens of all individuals working, training, or volunteering in their institutions. These include several of the University of Florida College of Medicine - Jacksonville's educational partners. In addition, application to the Florida Board of Medicine or the Board of Osteopathic Medicine requires a level II FBI fingerprint background screen, self-disclosure of criminal convictions and of prior substance abuse and/or treatment for any individual applying for a training license as an intern/resident/fellow/house physician, or for an unrestricted licensure..

The University of Florida College of Medicine - Jacksonville (UFCOM-J) has established the following policies and procedures to evaluate whether residents are eligible to participate in its educational programs. Individuals with a record of criminal activity unsuitable for patient contact, who are not eligible to participate in Medicare, Medicaid, Tricare, or other Federal health care programs, or who may be impaired due to substance abuse, are not eligible for appointment as a trainee.

Policy:

As a condition of appointment into a residency or fellowship program at the UFCOM-J, all trainees must undergo screening to include:

- An FBI level II criminal background check, including fingerprint screening through ACHA and cleared by the Department of Health Background Screening Unit
- A check of the US Department of Health and Human Services Office of Inspector General (OIG) list of excluded individuals and US System for Awards Management (SAM) excluded parties list
- [A 12-panel urine drug screen](#)

Procedures:

Criminal background checks

Incoming housestaff (on- and off-cycle) will receive instructions to schedule a finger print background screen appointment. Trainees in the Oral and Maxillofacial Surgery department programs will receive instructions to provide an authorization for a State and Federal criminal background check to be performed by SecurTest with results released to the UFCOM-J. The screening should be completed within two weeks of receipt of the appointment packet materials. Incoming residents who will be entering the United States for the first time on a visa and do not have a social security number will have a background check completed by the Department of Homeland Security as part of the visa processing procedure (which includes biometric screening to check each individual against criminal and terrorist databases), and will not be screened by SecurTest. Visa holders will still be required to complete the finger print screening process for Florida Department of Health licensure.

SecurTest background screen results will be e-mailed to the Associate Dean for Student Affairs (ADSA) and his designee. Individuals whose background yields a positive result will receive a SecurTest verification form, rights form, and copy of the criminal history report via Federal Express, with instructions for completion should he/she believe that the background check report is erroneous. SecurTest must receive the verification form within five (5) working days of receipt

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of the form by the incoming resident, and in that case, SecurTest will utilize that additional data to clarify, correct, and/or validate their information¹.

Confirmed positive results will be referred to a committee consisting of the Senior Associate Dean for Educational Affairs and Associate Deans for Educational Affairs, with the UFCOM-J Associate General Counsel and UFJP Human Resources Director acting in an advisory capacity. This committee will review the results of the check, as well as any corroborating evidence from the Board of Dentistry Application, to determine whether the incoming resident should be appointed. Should the committee decide not to appoint, the decision will be communicated to the incoming resident and program director in writing by the Senior Associate Dean for Educational Affairs.

Once an incoming resident's background check has been cleared, that information will be entered into the appointment database by the ADSA. A copy of the completed screening may be placed in the resident's personnel file in a sealed envelope and will be saved to the resident's electronic file.

OIG/SAM sanctions checks

Trainees are required to complete the verification search using the OIG and SAM websites as part of their appointment packet. Any incoming resident who has been excluded from participation in Medicare, Medicaid, Tricare or other Federal health care programs may be ineligible for employment and may not be appointed. Should that occur, the Senior Associate Dean for Educational Affairs will communicate that information to the incoming resident and program director in writing.

Once an incoming resident's OIG/GSA sanctions checks have been cleared, that information will be entered into the appointment database. Verification that the resident has been cleared will be included in the attestation form placed in the resident's personnel file (see Attestations section below).

Drug Screens

Incoming housestaff will receive information in their appointment packet that a 12-drug Medical Professional Panel urine drug screen is required as part of their appointment process. Program Administrators enroll each trainee online and an electronic authorization chain of custody form is e-mailed to the housestaff. Results of the urine drug screen are released to the UFCOM-J Associate Dean of Student Affairs (ADSA) for clearance. This should be completed no later than orientation. Incoming residents who will be entering the United States on a visa must have this screen done as soon as possible after their arrival. Off-cycle residents should have this screen done as soon as possible after they have received the appointment packet.

Completed drug screens will be posted to the password-protected area of the LabCorp e-Results website, and will be reviewed by the ADSA. Positive results will be compared with medication

¹ SecurHomeland is an instant search against over 300 million criminal records covering all 50 states. Instantly reports results from multiple criminal record sources, including department of corrections prison, parole and release files, administrative office of courts records, state and county criminal records, proprietary record information and Sexual/Violent offender registries. New criminal record data is added regularly with proprietary data added daily. SecurHomeland is FCRA-compliant database.

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information provided on the incoming resident's HAMS form (ADA law prohibits LabCorp from requesting this information as part of the screening process). Any questions regarding positive tests will be reviewed by the ADSA with LabCorp's Ph.D. toxicology consultants, if needed.

Confirmed positive result for an illegal or non-prescribed substance will render the incoming resident ineligible for appointment, and that information will be communicated in writing to the incoming resident and program director by the Senior Associate Dean for Educational Affairs (SADEA). Positive results for prescribed medications may lead to a PRN referral as part of the medical screening process. Should the incoming resident challenge the results of the drug screen, this information will be forwarded to LabCorp, who will send the sample to another lab (Quest Diagnostics) for re-test (positive samples are retained by LabCorp for one year). The results of that re-test will be considered final.

Once an incoming resident's drug screen has been cleared, that information will be entered into the appointment database by the ADSA. A copy of the completed screen will be saved to the trainees electronic personnel record on the Dean's Drive (DD).

Attestations

All residents who have been cleared for all requirements will have an attestation form created (merge document auto filled with name and program). This document is located in the Background Checks and Drug Screens folder on the DD. Once signed by the ADSA, the form will be available for inclusion in the appointment packets for Mayo Clinic Hospital, Baptist Medical Center, Duval County Health Centers, Memorial Hospital, and Nemours Children's Clinic, if applicable.

Access/Disclosure

Results of background checks, OIG/SAM sanctions checks, and drug screens will be available only to UF administrative officials as indicated above for legitimate security purposes. When personnel files are digitized, the sealed envelopes containing background check and drug screen results will be removed. Datasets containing OIG/SAM screening information will also be saved to a confidential folder on the DD.