


Title: Graduate Medical Education - Vetting Policy for Outside Rotators - Policy

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I. Policy Statement

- a. The purpose of this policy is to set forth the requirements for learners (residents, fellows, medical students, etc.) from institutions other than University of Missouri Health Care (MUHC) to do a rotation at MUHC.
- b. This policy is important because it is imperative that any and all learners at MUHC who have any patient contact meet the same requirements (drug screen, background check, etc.) to ensure patient safety.

II. Definitions

- a. Vetting is a process of examination and evaluation of a prospective employee before employment.

III. Process/Content

- a. Affiliation Agreement (AA) must be established between MUHC and the rotator's institution (allow 3 months for processing). Please note: separate AAs are required for In-Rotators and Out-Rotators.
 1. Coordinator must submit to the GME Office point of contact information for individual with signature authority:
 - i. Name
 - ii. Email
 - iii. Phone number
 2. We will also need Rotator's name and anticipated dates of rotation
- b. Program Letter of Agreement (PLA) must be completed and submitted to GME Office for review and DIO approval.
 1. New PLA form must be requested from GME Office for each occurrence.
- c. AA & PLA can be processed concurrently but PLA will remain inactive until AA is finalized.
- d. Individuals from institutions other than MUHC must follow the same vetting requirements as all other employees of MUHC.
- e. Such requirements include but are not limited to:
 1. A criminal background check

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2. Verification of immunizations
 3. A recent tuberculosis (TB) test
 4. Drug screening
 - 5.
- f. Outside learners can have no contact with the patients until the vetting process is completed and they are issued an ID badge by MUHC Human Resources (HR).

IV. Attachments

- a. Not Applicable.

V. References, Regulatory References, Related Documents, or Links

- a. Not Applicable.