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CONDITIONS OF EMPLOYMENT AND CONTINUED EMPLOYMENT

Failure by House Staff to meet all Conditions of Employment, as set forth in this *House Staff Manual* and/or in the House Staff Agreement, any provision by House Staff of false or misleading information, or omission of information deemed relevant for employment, may result in revocation of the offer of employment (this action is not appealable) or other action, including but not limited to corrective action, up to or including Immediate Dismissal (if currently employed). An NRMP waiver may be requested, as applicable.

1. Pre-Employment Screening and Other Requirements

All House Staff new to VUMC are given a conditional offer of employment. The offer is pending the satisfactory completion of the background check process, as well as other items set forth in the *House Staff Manual*. New House Staff will not be permitted to start work until the background check has been satisfactorily completed and the official transcript has been received. House Staff must complete all necessary paperwork, including any necessary releases, to initiate the background check and request the official transcript, and provide accurate and complete information as requested. The status of and/or results of the background check will be evaluated by the ACGME DIO, the Program Director, and other individuals deemed appropriate. (see [Section I.B. BACKGROUND CHECK AND DISCLOSURE POLICY](#)) Individuals participating in rotations at institutions outside of VUMC may be subject to additional requirements and/or different background check requirements at those institutions. Please refer questions to Program Directors and/or the DIO. See more information below.

a. *NPI (National Provider Identification) Number*

All incoming House Staff are responsible for obtaining an NPI number prior to starting clinical work. More information on NPI numbers can be found at <https://www.vumc.org/gme/npi-numbers>.

b. *Office of Inspector General*

In order to comply with federal law, VUMC will check all applicants against the Office of Inspector General's (OIG) list of individuals excluded from federal healthcare programs. Excluded individuals are not eligible for employment/continued employment.

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Employment of House Staff (including commencement of employment by, and continued employment with VUMC) will be contingent upon the individual not being excluded from participation in programs funded by state and federal governments, including without limitation programs funded by Medicare and Medicaid, and/or research funding sponsored by the National Institutes of Health (NIH) or other agencies.

c. National Practitioners Data Bank

All incoming House Staff will be checked against the National Practitioner Data Bank (NPDB). The Data Bank is primarily a system intended to supplement a comprehensive review of the professional credentials of health care practitioners, providers, and suppliers; the information from the Data Bank is used in conjunction with, not as replacement of, information from other sources. More information can be found here: <https://www.npdb.hrsa.gov/topNavigation/aboutUs.jsp>.

d. Licensure

House Staff must at all times meet the requirements for licensure or exemption from licensure under the Tennessee Board of Medical Examiners requirements. See Program Requirements for additional information.

e. Immunization and Screening

Certain immunizations and screening tests are necessary to protect the health of House Staff, other employees and patients at VUMC and/or at other locations where the House Staff may provide professional services. Incoming House Staff can provide these records to Vanderbilt Occupational Health Clinic (VOHC) at orientation if they have received these services elsewhere. If not received elsewhere or otherwise exempted in accordance with VUMC procedure, VOHC provides any additional services to meet VUMC requirements. This webpage explains the current requirements: <https://www.vumc.org/health-wellness/all-aboard/vumc-immunization-requirements>.

In addition, there may be required rotations at off-site facilities, and those facilities may have additional or different immunization and screening requirements. Please refer questions to Program Directors and/or the DIO.

f. Transcript

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An official final transcript showing the House Staff professional (M.D., D.O. or equivalent) degree conferred with their graduation date **must** be received by GME directly from the graduating institution before they commence training. All International Medical graduates must also submit a copy of their Educational Commission for Foreign Medical Graduates (ECFMG) Certificate, which the GME Office verifies directly with ECFMG's database. Under extraordinary circumstances, the ACGME DIO may grant a limited extension on the deadline by which the transcript is needed; in such cases, the DIO may accept an official letter from the degree-granting institution signifying completion of professional degree. This extension must be requested through the Office of Graduate Medical Education. International Medical Graduates whose graduating institutions do not issue official transcripts beyond the original issued to the graduate may bring their original official final transcript and diploma, with official translation if documents are not in English, to the GME Office to meet this transcript requirement. GME maintains a notarized copy of these documents.

Vanderbilt Office of Graduate Medical Education

2215 Garland Ave.

303 Light Hall

Nashville, TN 37232-0685

Important: Photocopies are not acceptable, even if notarized.

Upon request, the Office of Graduate Medical Education will make unofficial copies of a House Staff transcript under the following conditions: 1) the requesting individual makes the request in person, 2) the requesting individual presents photo identification confirming that it is their own transcript, 3) the phrase "UNOFFICIAL COPY" will be stamped on the document if photocopying the transcript does not self-insert the word "COPY" on the document. The requesting House Staff will sign a form documenting the request, a copy of which will be retained in the House Staff file.

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Professional Degree Designation

The degree suffix on all identification (i.e., ID Badge, white coats, certificates) will replicate the professional degree(s) conferred, at the time of graduation, by the medical school attended by the House Staff.

g. Medical License

House Staff who are participating in an approved training program that does not require independent practice in a core specialty as part of the training program may practice under an exemption from licensure (applies to training program only) by the Tennessee Board of Medical Examiners. The GME Office will be responsible for the request of exemption to the Board annually.

External moonlighting (see [Section I.E. EXTRACURRICULAR PROFESSIONAL ACTIVITY](#)) and/or volunteer work as a physician requires an unrestricted license.

House Staff entering non-ACGME training programs that require independent practice as a portion of the training program, require an appointment as a VUMC-credentialed provider and an appointment with Vanderbilt University as faculty (Clinical Fellow/Instructor). These individuals must obtain an unrestricted medical license and credentialing prior to entering the program.

h. Resuscitation Training & Documentation

House Staff must be in compliance with VUMC Policy CL 30-08.21 (summarized in figure 1 below) before the start of the program and must maintain current training throughout the program as required by this policy. Please note that ACLS and/or PALS **DO NOT** satisfy the BLS requirement. They are separate courses and a current, separate card or valid eCard must be held for each.

Please note that individual programs or departments may require additional training beyond the requirements of hospital policy. House Staff should check with their program to confirm.

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	BLS for Healthcare Providers	PALS	ACLS
Adult - PGY 1-3	✓		✓*
Peds - PGY 1-3	✓	✓*	
Med/Peds - PGY 1-3	✓	✓	✓
Emergency Medicine – PGY 1-3	✓	✓	✓
Peds Emergency Medicine – Fellows	✓	✓	✓
PGY 4 and up	✓		
Clinical Fellow/Instructors	✓	**	**

Figure 1

*The office of Graduate Medical Education (GME) maintains a list of residency programs that do NOT require ACLS and/or PALS training as approved by the Vanderbilt Health System Chief of Staff or designee. Find current list of exemptions at <https://www.vumc.org/gme/resuscitation>.

**Clinical Fellow/Instructors who also maintain sedation privileges must also be certified in either PALS or ACLS

Acceptable agencies for resuscitation training: Only training from the following nationally recognized agencies is accepted at VUMC for resuscitation training:

- **American Heart Association**
- **American Red Cross**

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- **Military Training Network**

ONLY training with hands-on CPR skills evaluation is accepted.

CURRENT HOUSE STAFF: Visit <http://www.vanderbiltcpr.com> to view available courses and to register.

NEW HOUSE STAFF: The GME Office must have verification of training with either a copy of course completion card(s) or valid eCard Code(s) from an approved agency (see information directly below figure 1 for approved agencies). House Staff will not be permitted to start their training programs until they have completed training (didactic and hands-on) and submitted proof of completion for the required Resuscitation Training. To provide this information, new House Staff can follow the instructions from their onboarding task list. If current certification(s) expire within the first three months of start date, incoming House Staff must renew prior to starting. Training is available at VUMC the week before House Staff Orientation and incoming House Staff can register in GME Onboarding Central or complete training before arrival with an approved agency as noted above. **IMPORTANT:** Incoming House Staff choosing to seek training prior to arrival should be aware that some training centers do not issue course completion cards or eCards on-site immediately upon completion of the course but instead mail the cards to the trainee at a later date. House Staff should allow time for this when selecting a training date. Failure to provide copies of course completion card(s) or valid eCard Code(s) to GME WILL affect start date.

The accountability for keeping BLS/ACLS/PALS training current rests with the House Staff member.

i. Training Assignments and other Compliance Items

All House Staff are responsible for staying up to date with any training assignments, including, but not limited to, other training outlined below and other training that may be assigned. Failure to do so may result in Corrective Action. Clinical Fellow/Instructors and Clinical Fellows, who have a secondary appointment in the Office for Faculty Affairs, will be required to complete training for both their House Staff and Faculty roles.

MEDICAL CENTER

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Training/Testing (Available at https://learningexchange.vumc.org unless otherwise indicated)
To be completed <i>once</i>, within one week of start date
A Workforce Member’s Guide to the Mutual Policy
Clinical Alarm Systems Management Policy
Defining Personalized Care – Clinicians as Leaders
eStar Training
FERPA Tutorial (House Staff)
Introduction to Utilization Management
Medical Chaperone Training for Provider, Chaperones, and their Leaders
Opioid Laws – Prescribing at VUMC (Tennessee Opioid Prescribing) - Available at Cloud CME, https://vumc.cloud-cme.com/
Physician Response to Emergencies (NIMS)
Procedural Minimal Sedation and Analgesia
TB Skin Testing - Available at Occupational Health Clinic
VUMC Guidelines for Standardized Handoffs – SBAR for Physicians
VUMC Informed Consent for Physicians Training
VUMC Managing Fatigue for House Staff
VUMC Patient Safety – Correct Patient, Procedure & Site
VUMC Supplemental Training for the Clinical Learning Environment
Workday Curriculum: Employee as Self
To be completed within one week of start date, and then annually
Blood Borne Pathogens & Infection Prevention Curriculum
Clinical Radiation Safety Training for VUMC House Staff
Conflict of Interest Disclosure - Available at https://coi.app.vumc.org
House Staff Clerkship Course Goals and Objectives Annual Attestation
Immunizations - Available at Occupational Health Clinic
* Laser Safety in Clinical Settings for Providers
Magnetic Resonance Imaging (MRI) Safety Lesson
* Parkinson's Training: Provider training
* Perioperative: OR-to-ICU Huddle Training
* Radiation Safety During Fluoroscopy
Residents and Fellows as Teachers
Respirator Fit Testing - Register at https://www.vumc.org/safety/clinical/n-95-respirator-program

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Timeout & Fire Safety Prevention in the OR
VUMC Physicians: Reporting Deaths to the Medical Examiner
VUMC Training Curriculum

* Assigned to a subset of specialties.

j. International Medical Graduates (IMG) (where applicable)

An ECFMG certification is required for IMGs who come to the USA for clinical training. The House Staff is responsible for obtaining the ECFMG certification and notifying both VUMC and ECFMG of any change in status.

For any Canadian medical school graduates who are not ECFMG certified, a degree equivalency evaluation is required from a vendor such as Trustforce prior to VUMC start date.

k. Eligibility to Work in the US

All House Staff are required to be eligible to work in the United States.

Regarding visa sponsorship, ECFMG is the only United States agency authorized to sponsor J-1 visas for physicians in clinical training programs. Therefore, the House Staff seeking J-1 visa status must be sponsored by ECFMG. The House Staff is required to comply with all J-1 visa requirements, and requirements that may be set forth by ECFMG. If you have questions, please reference the EVSP Reference Guide or contact the ECFMG. In keeping with ECFMG reporting requirements, J-1 House staff must notify a VUMC Training Program Liaison/TPL (gme.office@vumc.org or 615-322-4916) of any change in approved training plan and/or contract, initiation of Corrective Action, initiation of a travel/elective off-site rotation, leave of absence or serious matter involving the exchange visitor physician or accompanying J-2 dependent (see the ECFMG reference guide at <http://www.ecfm.org/> for more information).

VUMC GME programs, in consultation with the department and the GME office, may consider the H-1B visa sponsorship on a case-by-case basis. Please reach out to the program director of the program to which you are applying.

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VUMC GME office does not support new O-1 visa applications. Individuals that are currently on an O-1 at a current institution will need to discuss with program director a transition plan.

2. Restrictive Covenant Policy

Participants in any ACGME accredited training program will not be required to sign a non-competition guarantee or restrictive covenants to participate in that training program. Those who are in non-ACGME programs may be subject to a non-competition guarantee or restrictive covenants, if permissible under applicable law, and this can be found in the Program Policies.

3. House Staff Supported by NIH Training Grants or other External Funding

House Staff who are not on a leave of absence and who are supported by NIH Training Grants or other external funding sources prior to completion of their training program will have compensation and benefits that are equitable to their post-graduate year of training or that were received during their most recent post-graduate year of training if not participating in a clinical year. Further information is available in the Office of Graduate Medical Education.

4. Clinical Education and Work Hours

All House Staff are responsible for accurately reporting all clinical education and work hours, including the location, and any internal and external moonlighting hours. Please see [I.D. POLICY ON CLINICAL EDUCATION AND WORK HOURS](#) for further information. Concerns regarding clinical education and work hours may be reported to the ACGME DIO, anonymously or through the Confidential Hotline, 1-866-783-2287 or online <https://www.tnwgrc.com/Vanderbilt/>.