

<b>GME Policy #: III-G</b>	<b>Graduate Medical Education Policy &amp; Procedures Pennsylvania Hospital</b>	<b>Page 1 of 4</b> Effective: 06-18-08
	<b>Subject: House Staff Onboarding</b>	

**POLICY**

Prior to the beginning of each academic training year in July, the Office of Graduate Medical Education (GME) will onboard all house staff (residents and fellows) joining a Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) sponsored training program. House staff will receive salary and benefits from the start of the official onboarding period. The onboarding process will include satisfactory completion of:

- A general orientation to all incoming house staff to provide important information to trainees about various aspects of their training programs, institutional responsibilities for GME, and policies and procedures for all trainees to follow.
- Mandatory criminal background checks.
- Mandatory pre-matriculation drug testing.
- Mandatory on-line education
- Verification of life support certification.
- Verification of Employee Health requirements

**PURPOSE**

The purpose of this policy is to assure that incoming house staff are in compliance with all of the PAH new hire requirements.

**SCOPE**


The onboarding process applies to all house staff joining a PAH sponsored ACGME accredited training program.

**IMPLEMENTATION**

The implementation of this policy is the responsibility of the Designated Institution Official (DIO), Office of GME and Program Directors.

**PROCEDURE**

1. Attendance at GME orientation is mandatory for all incoming house staff; attendance records will be maintained by the Office of GME. If circumstances prevent incoming house staff from participation, it is mandatory that a makeup hospital orientation session be attended. This must be scheduled through Knowledge Link by the trainee by logging in and selecting a date to attend.
2. Departments must conduct individual departmental orientation programs for their specific training programs. Those programs accepting foreign medical graduates must provide for acculturation of those trainees to the training program and local environment.

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3. House staff rotating to the Veterans Affairs (VA) Medical Center must complete the paperwork, background checks, mandatory training, and orientation required of trainees rotating through Federal facilities in order to 1) meet Federal guidelines and 2) to assure that house staff are covered by the liability coverage provided while at the VA. Information about the process will be disseminated to trainees through the PAH Office of GME on an annual or more frequent basis.
4. House staff rotating to the Children’s Hospital of Philadelphia (CHOP) must complete the paperwork, background checks, mandatory training, and any required orientation. Information about the process will be disseminated to trainees through the PAH Office of GME on an annual or more frequent basis.
5. All incoming housestaff must complete and pass the mandatory drug testing and criminal background checks prior to beginning clinical duties.

- UPHS Pre-Employment Background Investigation

All incoming house staff should review the Pennsylvania Hospital Background Investigations and Certification Clearance [HR68-0807](#) in conjunction with the Release Authorization and Fair Credit Reporting Act Disclosure. House staff’s background investigation will be initiated upon their execution of the Release. House staff need to complete all information, including previous address/residence for the past 7 years (this must include the street address, city, state and zip code). The background investigation will include verification of social security number and review of any criminal background, including confirming that the house staff’s name is not listed the Office of Inspector General (OIG) excluded provider database.


- House Staff Drug Clearance

All incoming house staff should review the Pennsylvania Hospital [HR62-0507](#), Pre-Employment Drug Screening in conjunction with the Consent Acknowledgement Form. This consent form is the house staff’s authorization for the pre-employment drug screening and requires the house staff’s first name, middle name and last name; driver’s license number and the state it was issued by, date of birth and social security number; signature and the date they signed the form.

6. All incoming housestaff must complete the following:

- Mandatory On-Line Education (Knowledge Link)

The Mandatory On-Line Education Review must be completed by each housestaff including the following: HIPAA, Safety, Radiation, Infection Control, Patient Safety Education and Risk Management. Each house staff must complete this training once they receive their Pennkey ID and Password from Human

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Resources. Pennkey ID set up is mandatory in order to log in and complete on-line training, Oasis evaluations and monthly duty hours survey.  
<http://www.uphs.upenn.edu/pennkey/>

- Life Support Training


In order to participate in graduate medical training at UPHS, all house staff must be certified in Basic Life Support (BLS). All incoming PGY1 house staff must be Advanced Cardiac Life Support (ACLS) certified. House staff must obtain and provide proof of ACLS certification prior to entering a training program at UPHS. In addition, Advanced Trauma Life Support (ATLS) may be required by individual departments in order to participate in a training program.

House staff entering a training program on June 18<sup>th</sup> or July 1<sup>st</sup> of the calendar year are eligible to participate in PAH sponsored ACLS training. Those incoming house officers unable to participate in PAH sponsored ACLS training must obtain and provide proof of ACLS certification prior to entering a training program at PAH.

House staff entering a training program on dates other than June 18 or July 1 must obtain and provide proof of BLS/ACLS certification prior to beginning training. Re-certification in ACLS/BLS is the responsibility of the house staff's department. House staff rotating to UPHS from an outside institution are also required to hold current certification in BLS.


7. All incoming housestaff must meet the Employee Health requirements:

- PAH requires incoming house staff to provide satisfactory documentation concerning personal health history, immunization status and tuberculosis (TB) screening. These requirements should be completed prior to arrival in June. If records are not complete, the incoming house officer will be required to complete information as part of their orientation. These forms, along with copies of immunizations and TB screenings are necessary for house staff's payroll clearance.
- UPHS will ensure compliance with Occupational Safety and Health Administration (OSHA) standards regarding blood-borne pathogen exposure for all house staff (see also PAH Infection Control Manual & Exposure Control Plan Policy #5-A and 5-B "Treatment After Exposure to Blood or Body Fluids"). Each patient care site to which house staff is assigned should have a written blood-borne pathogen disease exposure policy. This policy should be available to all house staff at that training site and should be readily accessible 24 hours a day.

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These policies should provide for timely medical consultation upon potential exposure to a blood-borne pathogen, including the ready and timely availability of post-exposure prophylaxis. In sites where immediate access to appropriate therapy is not available to house staff, he/she should sign a waiver prior to the beginning of the rotation. All house staff will be instructed in the use of universal precautions as established by the Centers for Disease Control ([www.cdc.gov/](http://www.cdc.gov/)). All house staff must use appropriate universal precautions when there is risk of blood-borne pathogen disease exposure. All house staff who have contact with potentially infectious body fluids, organs, tissues, or laboratory materials should be immunized against hepatitis B or demonstrate immunity through serologic testing. Policies on blood-borne pathogen disease exposure at the various sites to which house staff rotate should be made available to them at the time of their orientation and/or prior to their rotation to those various clinical sites.

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