

UTHSCSA Graduate Medical Education Policies

Section 4	Program Policies & Procedures	Effective:	February 2003
		Revised:	November 2003 April 2010 September 2011, October 2015
Policy 4.2.2.	Security Background and Sanction Checks for Resident Applicants	Responsibility:	Designated Institutional Official

Security Background and Sanction Checks for Resident Applicants

Policy	<p>It is the policy of the University of Texas Health Science Center to require a Security Background and Sanction Check (SBSC) on applicants for graduate medical education (GME) positions sponsored by the University, in which there is:</p> <ul style="list-style-type: none"> • Responsibility for the care, safety or security of humans • Direct access to, or responsibility for, pharmaceuticals, select agents, or controlled substances • Access to medical records • Unsupervised access to the Health Science Center. <p>For the purposes of this policy, the term 'resident' is used to include fellows, as well as any trainee in any non-ACGME accredited GME program.</p> <p>Specific required checks include:</p> <ul style="list-style-type: none"> • criminal history record information check • sanction check • selective service check • driver's license check <p>The security background and sanction checks must be accomplished before a resident enrolls in a training program.</p> <p>Process: The SBSC is required prior to initial enrollment in a training program, whether full time, part time, or in a visiting capacity. The process must be repeated if a resident transfers from one program to another within the Health Science Center, and/or if a resident is hired into a faculty position.</p> <ol style="list-style-type: none"> 1. All applicants for GME positions will be required to complete and sign the Authorization for Security Background and Sanction Check Form and undergo a SBSC prior to being offered a position. An applicant who refuses to complete, sign and submit the form will be removed from further consideration for the position.
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2. Residents who are to be granted a position – either within the NRMP or other match, or outside the match – must have the offered position explicitly contingent on the completion of the SBSC and must undergo the screening prior to entering the program.
3. When indicated, the Chief of Police or designee will confer with the DIO or designee to make a determination of employability of the candidate. If necessary, the DIO may confer with the Dean, the Executive Vice President for Academic and Health Affairs and/or the President. The DIO will be responsible for communicating with the program regarding the candidate's suitability for residency, with specific attention to the following factors:
 - a. Specific duties of the position;
 - b. Number of offenses;
 - c. Nature of each offense;
 - d. Length of time intervening between the offense and the employment decision;
 - e. Employment history;
 - f. Efforts at rehabilitation; and,
 - g. Accuracy of the information that the individual provided on the employment application.
 - h. Criminal history record information will be regarded as confidential as required by law and will not be made a part of the applicant's file or the resident's training file or communicated to any unauthorized person. (Under Texas Government Code 411.085, the unauthorized release of criminal history record information is a criminal offense and, consequently, the Health Science Center should seek legal advice with respect to any requested release of such information.)
4. Security Background and Sanction Check information obtained by the Health Science Center may be used only for the purpose of evaluating applicants for employment and shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex, handicap, or age.
5. All records associated with the SBSC will be retained in accordance with the UTHSCSA Records Retention Schedule.
6. This policy does not automatically disqualify all individuals with conviction records.
7. Costs associated with the SBSC will be borne by the Department in which the applicants' programs are located.

Timing of Process: Programs may conduct the SBSC as follows:

1. At any time prior to match, or
2. Immediately after match results are announced.

In either case, the authorization forms should be signed at the time the applicants are interviewed.

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Link to Authorization form:

(<http://www.uthscsa.edu/hr/pdfs/forms/backgrnd.pdf>)

Institutions participating in clinical training may have additional screening requirements, which must be completed prior to those rotations.