

UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION (GME) POLICY
PRE-EMPLOYMENT BACKGROUND INVESTIGATION

I. PURPOSE:

The University of Louisville is required by federal and state law to perform a pre-employment background check on all new residents and fellows entering its Graduate Medical Education programs. The University of Louisville is committed to excellence and service to the community in its selection and training of residents and fellows. The safety and security of our community and the patients served by our graduate medical education training programs are our highest priority.

II. POLICY

- i. Consistent with applicable law, the University of Louisville requires all new hires or re-hires, including residents and fellows, to submit to a criminal background check. This includes any prior University of Louisville resident or fellow who has had a break in service and is returning to training on or after this date.
- ii. All employment offers, including those resulting from the National Residency Match Program (NRMP), are conditional upon the successful completion of a background check, as well as primary source verification of credentials to confirm that the individual possesses the requisite education, training, and professionalism for the position of graduate medical education physician (resident or fellow). An applicant who refuses to consent to the processes described above is ineligible for employment as a resident or fellow.
- iii. Applicants to all residency and fellowship programs sponsored or administered by the University of Louisville will be notified in writing of the requirement for the Background Investigation at the time of interview, and further, that the conditional offer of employment, including that acquired as a result of the Match, may be withdrawn in the event the applicant refuses or declines consent to the Background investigation.
- iv. Criminal background checks will be performed through the University of Louisville Human Resources Department only after the applicant has received an offer of employment.
- v. The University of Louisville reserves the right to withdraw an offer of employment from a resident or fellow if the results of the criminal background check yield information inconsistent with this policy.
- vi. Criminal background information released to the University of Louisville will be used only for purposes of assisting in making hiring or other employment decisions.

III. PROCEDURE

- i. Application:
 - a. Once an applicant has accepted an employment offer, including one which arises from the National Resident Match Program (NRMP), the Graduate Medical Education Office

will enter the requisite information into the University of Louisville's human resources management system to request a criminal background check for the applicant.

- b. The applicant will receive an email from the University of Louisville's approved criminal background check vendor with instructions for online completion of a criminal background check.
 - c. The Graduate Medical Education Office will receive electronic confirmation of an applicant's completed criminal background check.
 - d. The hiring process will not move forward until the applicant has completed this online information to initiate the criminal background check.
- ii. Convictions:
- a. The existence of a conviction does not automatically disqualify an individual from eligibility for employment. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of a fellow or resident physician; and successful efforts toward rehabilitation.
 - b. Any decision to reject or accept an applicant with a conviction is solely at the reasonable discretion of University of Louisville.
 - c. If the University of Louisville becomes aware that an applicant or current employee has misrepresented or not been truthful in the screening processes described in this policy, he/she may be subject to disciplinary action up to and including revocation of the offer or termination.
- iii. Results:
- a. Confidentiality: Reasonable efforts will be made to ensure that results of criminal background checks are kept confidential in accordance with applicable law. By virtue of applying for the residency or fellowship program, the applicant consents to the University of Louisville's disclosure of the results to appropriate program personnel at the affiliated site(s) at which the resident or fellow will perform his or her training as necessary to assist in its review.
 - b. Access to Results: The University of Louisville Human Resources Department reviews those criminal background checks that yield findings. If adverse information deemed to be relevant to the applicant's suitability for employment as a resident or fellow is contained in the criminal background check, the University of Louisville Human Resources Department and/or its vendor will notify the applicant in writing.
 - c. Information Available through Background Checks: The criminal background check will include a record of all arrests and convictions.
 - d. Ability of Applicant to Review Information: An applicant whose criminal background check yields findings will be provided a copy by the University of Louisville Human Resources Department or its approved vendor.
 - e. Right to Respond to Adverse Report: The applicant may submit additional written information, including an explanation of the occurrence(s), to the University of Louisville Human Resources Department for consideration in the employment decision. Such

information may be shared with the appropriate representatives of the Office of Graduate Medical Education for consideration.

- f. If the conditional offer of employment is to be withdrawn, the Residency Program/Graduate Medical Education Office must request a Match waiver from the National Residency Match Program (NRMP) prior to rescinding the offer. For all other residents and fellows, GME shall advise the individual in writing that its conditional offer of employment is rescinded.
- g. If the resident or fellow applicant feels that a National Residency Match Program (NRMP) violation has occurred as a result of the revocation the applicant may contact the National Residency Match Program (NRMP) or other applicable Match program.
- h. Right to Change and/or Terminate Policy: Reasonable efforts will be made to keep employees informed of any changes in the policy. However, the University of Louisville reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time.