

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE-JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 11/7/2023	<b>Subject:</b> Arrest of a Trainee	Page 1 of 2
<b>Approved by:</b> GMEC		<b>Revised Date:</b>
<b>Effective Date:</b> 11/7/2023		<b>Reviewed Date:</b>

**POLICY**

The University of Florida (UF) College of-Jacksonville (COM-J) is committed to assuring a safe and secure environment for its faculty, staff, students, patients and visitors. For this reason, the College of Medicine-Jacksonville has enacted this policy which provides a process by which all residents and fellows must report any criminal arrest and/or conviction(s) to their Program Director (PD) or Department Chair and to the Designated Institutional Official (DIO) and sets forth standards by which any arrest and/or conviction(s) will be evaluated and acted on.

The University of Florida has a duty to ensure residents and fellows do not pose an unreasonable safety risk to themselves, employees, patients, or visitors, or indicate conduct that would be inconsistent with the employee's assigned job duties or responsibilities in order to comply with the Code of Ethics for Public Officers and Employees and act in a manner expected of University trainee and his/her access to university resources or facilities.

This policy applies to all residents and fellows in training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Dental Accreditation (CODA), or the Council on Podiatric Medical Education (CPME), or sponsored by the UF College of Medicine-Jacksonville. Pursuant to this policy and the UF Regulation 1.008, disruptive conduct shall include the violation of the laws of Florida or of the United States. Any act that could constitute a violation of the laws, either on duty, off duty, on campus, or off campus of this state or nation will establish cause for legal and/or disciplinary action up to and including dismissal by the University.

**PROCEDURES**

- A. An individual resident or fellow must report any criminal arrest or conviction(s) to the PD or the Department Chair, as well as to the DIO within 48 hours of the arrest or conviction, or at the first opportunity if incarcerated.
- B. The PD or Department Chair and the DIO will work in conjunction with College of Medicine Human Resources (COM-HR) and UF Human Resources (UFHR) to confirm the process established in this policy is adhered to as well as determine other outcomes as deemed appropriate.
- C. If there is concern regarding self, staff and/or patient(s) safety, the resident or fellow will be immediately removed from the clinical setting and placed on administrative leave as soon as administrators are informed of an incident and the action can be implemented.
- D. Resumption of patient care and residency program activities may be contingent upon mandatory attendance with, and clearance by, interaction with the Center for Healthy Minds and Practice (CHaMP), the UF Employee Assistance Program (EAP), and/or the Professionals Resource Network, Inc. (required in cases of DUI or other substance abuse charges).

**RESOURCES**

UF Employee Assistance Program (EAP), (833) 306-0103  
Meridian Behavioral Healthcare, Inc., (352) 374-5600 or  
[Community Resources » UF Office for Accessibility and Gender Equity \(ufl.edu\)](#)  
[Home - Meridian \(mbhci.org\)](#)  
UF Gator Well Health Promotion Services, (352) 273-4450  
Professionals Resources Network, Inc. (PRN), (904) 277-8004 or (800) 888-8776  
UF College of Medicine-Jacksonville CHaMP Center, (904) 244-8332 or [champ@jax.ufl.edu](mailto:champ@jax.ufl.edu)  
EAP/Guidance Resources – (844) 216-8397  
[www.GuidanceResources.com](http://www.GuidanceResources.com)  
App – Guidance Resources Now with WebID: UFHEALTH  
Florida Recovery Center, (855) 265-4372, 4001 SW 13<sup>th</sup> Street, Gainesville, FL

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Failure to comply with this policy may result in an employment action, up to and including dismissal.