POLICY: Trainee Appointment Policy	
Approved by: DIO	Page(s): 1 of 4
Approval date: 11/5/2024	Reviewed date: 9/7/06; 3/1/10; 5/10/16;9/20/24
Effective date: 2/17/2006	Revised date: 9/7/06; 3/1/10; 5/10/16; 10/7/21; 10/20/22;9/20/24

The appointment tracking database is used to maintain the appointment process of University of Florida College of Medicine – Jacksonville (UFCOM-J) residents and fellows. All residents issued a contract included in the database for compliance with the required elements of appointment.

A resident will be considered appointed to the University of Florida when the Office of Graduate Medical Education has confirmed their appointment eligibility. The start date of appointment is stated in the UF Resident Contract (and will correspond to the I-9).

NEW RESIDENTS, FELLOWS, or POST-DOCTORAL ASSOCIATES – hereafter referred to as residents

New incoming residents require a full appointment packet. The resident will not be paid and cannot have a block schedule rotation in New Innovations until they are cleared to begin residency.
The four elements below MUST be complete prior to the resident appointment.

1. **Dept of Health State Licensure:** must have a TRN, UO, DRPM, or PR and the effective date on the training license is the date _after_ which an individual is eligible for clinical duties. Trainees that have not been issued a training license by the Department of Health may be on a research rotation for a period not to exceed four weeks. If, at the end of four weeks, the individual has not received their training license, further discussion is needed with the Senior Associate Dean for Graduate Medical Education(SADGME) and the Associate Dean for Graduate Medical Education.
2. **ECFMG Certificate**:
   International Medical Graduates (IMG) must have a valid **ECFMG** certificate. The certificate issue date will be considered the date _after_ which an individual is eligible for appointment.
3. **H1B VISA Holders:**
   a. **H1B New Hire Petitioners:** individuals are not permitted to start their program until they have received the I-797 approval notice from the USCIS. Trainees must have the I-797 approval notice in order to request a consular visa processing appointment. Entry into the U.S. is required before the individual can be appointed. Individuals on an H1B visa may apply for their social security card immediately upon entry into the U.S. After the social security number is received, the individual can complete the licensure process.
   b. **H1B Portability Petitioners:** individuals are permitted to start work once the I-797 Notice of Receipt has been received and the IFSS has issued a 240-day extension of their previously approved H1B.
4. **Required Screenings:**
   a. **OIG/SAM:** (program coordinator or trainee searches each website and includes a copy of the results with appointment packet),
   b. **Criminal Background Screen:** (MD/DO trainees complete an AHCA level 2 fingerprint background screen per the instructions provided in the appointment packet and OMFS/POD trainees complete the SecurTest background screen per instructions provided in the appointment packet).

The three additional elements are needed within 5 days of the residents start. If the element is incomplete on the start date, the resident will be required to use annual leave. Pending the confirmation of the official start date, the individual will not be entered into PeopleSoft and will not begin getting paid. Vacation leave is to be recorded in the New Innovations block schedule.

5. **J1 VISA Holders** are permitted to take up to five (5) day's vacation leave pending their arrival in the U.S. After 5 days, if the resident is still unable to start the program, the ECFMG must be notified that the start date is being amended. The OGME will issue a new contract and request a revised DS2019 from ECFMG.
6. **HAMS**: if not medically cleared prior to the start date, the resident may take up to 5 days sick or

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vacation leave in order to complete this requirement and keep the original start date.
   a. Residents may attend orientation but may NOT be in any patient care areas.
   b. The resident is considered appointed
   If becoming medically cleared extends past the 5 days, discussion with the SADEA should occur.
7. **Diploma**: the resident may take up to 5 days' vacation leave after the start date in order to complete this requirement and keep the original start date.
   a. Residents may attend orientation but may NOT be in any patient care areas.
   b. The resident is considered appointed.
   If the medical school diploma is not provided and this extends past the 5 days, discussion with the SADEA should occur. Options may include termination, leave without pay, and so on.

INTERNAL TRANSFER RESIDENTS

Current UFCOM-J resident or post-doctoral associate (PDA) transferring from one ACGME accredited or non-standard program to another require the following:
1. Resident Contract for the new program
2. PDA only – provide current driver's license
3. Background Screen – must be cleared again if it has been five years since their first AHCA Background Screening Unit clearance
4. Previous Training Evaluation and Milestones: competency-based performance evaluation from prior training program AND verification of previous educational experience milestones, which includes evaluations, rotations completed, and procedural/operative experiences [ACGME Requirement]
5. Licensure Verification: Printout of their license information from the Department of Health
6. Visa Status Update: Verification of their VISA status, if applicable

Current UFCOM-J faculty transferring to an ACGME accredited program require the following:
7. Complete Appointment packet
8. Termination letter from faculty position submitted to Administrative Affairs

ORIENTATION
- IF the appointment process is on track, the residents/fellows is required to attend institutional orientation.
- IF there are portions of the appointment process that appear likely to impede an on-cycle start beyond the 5 days, the resident is encouraged to attend orientation, but may not be involved in patient care activities.
- Transfer Residents are not required to attend orientation, but are encouraged to participate in the annual compliance training sessions offered at orientation, if applicable. If they do not complete the compliance training sessions at orientation, they will be required to do so within the next month.

In addition to the above major criteria for appointment, the following describes essential requirements for employment eligibility.

SOCIAL SECURITY CARD AND RESIDENT NAME CONVENTION

The UFCOM-J Office of Graduate Medical Education (OGME) is responsible for the maintenance of resident personnel information. In that regard, two separate databases exist.

1. Peoplesoft: the University of Florida web based application with human resource components for

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managing payroll, leave and other functions.
2. New Innovations: a web-based residency management service, which contains demographic-, rotational-, and evaluation-information, etc.

New Innovations uses the Resident's social security number and name as it appears on the social security card. Peoplesoft uses the UFID as the unique identifier, however, the name is entered as it appears on the social security card. The Social Security Administration stipulates that each employee's name and SSN must match payroll records and year end Form W-2.

An additional and essential function of the University lies in its responsibility to provide credentialing information, graduation verification, and Florida Board of Medicine reports.

In summary, the OGME expects all documents that relate to an individual's identity and legal name to correspond. The importance of the resident's legal name corresponding to the name on the social security card affects Payroll (Peoplesoft), IRS (W-4), future credentialing (institutional files and graduation certificate), and Medicare GME funding (New Innovations database). The potential for the employee and/or University to incur financial penalties is significant if proper documentation is not consistent across systems.

APPPOINTMENT

Resident Appointment and Entry into PeopleSoft and New Innovations:

A resident will be considered appointed if the OGME has verified their employment eligibility and has a SS card.
When a SS card has been issued and submitted to the OGME, the Resident will be entered into PS. The name entered into Peoplesoft/payroll, New Innovations must be the same as the name on the SS card. Payroll will be retroactive to the start date, if the appointment process was complete after the program start date. Incoming housestaff who hold a J-1 visa and are entering the U.S. for the first time will need to make an "emergency" appointment with the social security administration office after the initial arrival has been validated by the Educational Commission on Foreign Medical Graduates (ECFMG). The Florida Department of Health's Board of Medicine will issue a temporary license to an individual who has applied for a social security number with the expectation that the individual provide the social security number to the board within 60 days.

Appointment payroll forms:
▪ W4 requires a social security number to process; the SS card must be attached
Foreign National Tax Form are processed electronically during the GatorStart process.
Board of Medicine Registration:
A SS number is required for the Florida BOM unlicensed application. If the incoming resident does not have a SS number, FL Statutes will allow the BOM to issue a temporary training license that is valid for 60 days. Once the SS card and U.S. ID card are sent to the board, the TRN will be either converted to a regular training license or a new license number will be issued. If the SS card is not received within 60 days, the number will become null and void and the resident will be terminated.
Note: J-1 visa holders may request an emergency appointment at the social security office after their validation of initial arrival has been received by the ECFMG, and should be 10 days after arrival in the U.S. *[This time is required by SEVIS (Student Entry Verification Information System) to update the SS Administration (SSA) database.]* H1B visa holders may apply for a SS card upon arrival in the U.S. If there are no issues, the resident should receive the new card within 14 days.

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Graduate Medical Education

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GRADUATION CERTIFICATE AND INSTITUTIONAL FILE
The University of Florida graduation certificate will be generated based on the name in New Innovations (which must be the name on the resident's social security card). If there are minor components of the legal name not included on the SS card (full middle name, Jr, II, etc), if acceptable documentation can be provided that proves the exception is a component of the legal name (see below), the name will be used. The documentation will be added to the personnel file. The change will not be made in either PeopleSoft or New Innovations since the name in these databases must correspond to what is on the Social Security Card. Acceptable legal name documentation:
- ✓ Passport, expired or unexpired
- ✓ Birth certificate
- ✓ Marriage certificate
- ✓ Divorce decrees, or other court orders

SOCIAL SECURITY CARDS
SSA Name Format: The name on the SS card is considered the resident's legal name. If it does not, it is expected that the resident will change their card to reflect their legal name. SS cards have the last name on the second line, if the card was issued after 3/2011. From the Social Security Administration Operations Manual RM 10205.120, "The number holder's (NH) first and last name on his or her SSN card **must** agree with the first and last name shown on the document submitted as evidence of identity or legal name. A middle name or suffix is not considered part of the legal name. It does not matter if the middle name or suffix is included, omitted, or incorrectly shown on an SSN card."
Note:
- ✓ Compound names may be connected by a hyphen or a blank space. They should not be joined into a single word.
- ✓ SS card may contain Jr, Sr, II
- ✓ The SS card may contain a complete middle name or initial.

SS card and Name change:
If a resident changes their name , they are expected to obtain a new social security card that reflects their new, legal name and promptly submit the new SS card to the Office of Graduate Medical Education. PeopleSoft and New Innovations will only be changed after an updated SS card is submitted.

SS receipts - Lost card or name change:
SS receipts are only acceptable when given for the replacement of a SS Card. The receipt must show the Resident's name and SS number.