



MERCYHEALTH

Toledo Regional Academic Affairs

TITLE: Resident Credentialing

POLICY NUMBER: S-18

DEPARTMENT: Graduate Medical Education

Effective Date: 7/01

Revised: 4/23

Reviewed: 4/23

Date of next Review: 4/25

POLICY: All residents entering Graduate Medical Education (GME) at the Mercy St. Vincent Medical Center will undergo a thorough review of his/her credentials.

PURPOSE: To assure the residents' fitness to participate in Graduate Medical Education at Mercy.

PROCEDURE: As a condition precedent to appointment, the Resident must provide appropriate credentialing documentation to the Hospital prior to the Commencement Date.

- **A completed residency application.** Applications will be submitted through ERAS. For programs that do not participate in ERAS, the applications will be submitted directly to the Program Director.
- **An original or certified digital medical school diploma (or a notarized copy of the original) to be verified by a designee of the Program with a copy being kept in the Program office.**
- **A certified digital or directly mailed official medical school transcript, containing the medical school seal, if applicable.**
- **A Deans' letter/Medical Student's Performance Evaluation document from the medical school from which the Resident graduated.**
- **A minimum of two additional letters of reference from practicing physicians.**
- **Proof of legal employment status (i.e. birth certificate, passport, naturalization papers, valid visa, etc.).**
- **If the Resident is an international medical school graduate, an original, current, and valid ECFMG Certificate.**
- **Completed application for an Ohio training certificate or a copy of permanent license to practice medicine in the state of Ohio which has been verified by the Academic Affairs Office through the State Medical Board of Ohio.**
- **Primary source validation for residents who have prior internship/residency training, to verify that the resident has successfully completed prior training.**
- **If applicable, a Drug Enforcement Administration number or the credentials appropriate to apply for a temporary DEA licensure**
- **A completed and signed Pre-Employment Inquiry Release form.**

Resident Transfer

In addition to the above credentialing documents, any resident transferring into a program mid-training, the Program Director must obtain from the prior training program the following:

- Last Summative Evaluation, including ACGME Milestones report
- Completed procedural log
- Competency based procedural information, denoting level of supervision at time the resident left the program
- Documentation of completed rotations

Any document not printed in English must be accompanied by an acceptable original English translation performed by a qualified translator. Each translation must be accompanied by an affidavit of accuracy acceptable to the Hospital.

Approved by:



Randall Schlievert, MD
VP, Academic Affairs and Research, Mercy Health - Toledo
DIO, Mercy Health - St. Vincent Medical Center
Chief Academic Officer, Mercy Health - Toledo