

## **Policy: Processing of House Staff and Electronic Training Action (ETA)**

**Purpose:** The ETA process has been developed for the purpose of notifying the UCSF Fresno GME Office of changes to house staff' status. This includes promotions, chief resident assignments, terminations, preparation of training/completion certificates and leaves of absences, etc. The ETA process is not used during the in-processing of new residents.

**Policy:** Processing and separation of house staff requires the completion of documents to verify the accuracy of employment and training records. Forms are used for notifying various authorities and must be completed and processed accurately and in a timely manner. The UCSF Fresno GME Office will produce required forms for use during processing and will establish any necessary deadlines. Documents and timelines vary depending on the action(s) being taken. Procedures include processing of house staff entering or leaving training at regular academic year timelines, and processing of house staff beginning or ending training outside regular academic cycles.

### **New House Staff Processing Procedure:**

#### **Regular Academic Year Start Dates – ERAS Applicants**

1. After Match, the GME Office will download house staff files via ERAS.
2. Programs should contact the GME Office if a house staff member needs a contract earlier for visa or offsite rotation purposes.
3. The GME Office will provide house staff demographics to the necessary departments/facilities (i.e., HR, IT, Library, FMMS, CRMC, MedHub) to establish appropriate access for training. Programs are required to provide a list of house staff pager numbers to the GME Office by June 1<sup>st</sup>.
4. The GME Office will create MedHub accounts for new hires and will upload several points of data related to the individual (i.e., UC ID #, Medical Staff ID #, Emails, etc.)
5. The GME Office will send out a "Welcome" email (copy to program) to all new house staff with information regarding orientation requirements and a link to the orientation portal. House staff will complete the requirements and contract submission through MedHub's Onboarding / Orientation portal. CRMC will send out an email (after network accounts are created around May) providing the individual with instructions to complete the online e-learning modules.
6. House staff are given a deadline to return orientation documents/ forms to GME. If the deadline is not met, GME will contact the new house staff to submit missing documents. If GME does not receive a response in a timely manner, the respective program will be contacted to:
  - a) Verify the new house staff is still planning to begin training at UCSF Fresno and
  - b) To assist GME in obtaining missing documents and information
7. New house staff orientation is organized by the UCSF Fresno GME Office with input from training partners. Orientation occurs in June (residents) and July/August (fellows) of each year.
8. House staff unable to attend the orientation must, at a minimum, attend a modified orientation in UCSF Fresno GME Office prior to beginning duty.
9. Required paperwork must be completed prior to house staff beginning clinical duty and/or before being placed on payroll.

- a. Employment eligibility verification cannot occur until the day of orientation and original documents must be presented based upon the I-9 document requirement form.

### **Regular Academic Year Start Dates – Non-ERAS Applicants**

1. After the position has been offered, the program submits a completed file to GME that includes:
  - a. House staff file requirement form/checklist with all attachments  
<https://www.fresno.ucsf.edu/housestaff-portal/recruitmentmatch/>
  - b. Non-ERAS applicants must complete the NRMP Universal Application and Universal Application Addendum (available on the [House Staff Portal](#) Recruitment/Match page, same link as above)
  - c. Programs should notify the GME Office if the house staff needs a contract for visa purposes.
2. Above steps **#3-9 (ERAS Applicants)** will be followed as indicated.
3. If a house staff member is taken outside of the match, the program must complete primary source verification for any previous residency/fellowship training  
<https://www.fresno.ucsf.edu/housestaff-portal/recruitmentmatch/>
4. Before accepting a transfer resident (ACGME definition), the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. Residency programs must receive verification of each applicant's level of competency in the required clinical field using ACGME or CanMEDS Milestones assessments from the prior training program (CPR – III.A.1.a). A program director must provide timely verification of residency education and summative performance evaluations for residents who may leave the program prior to completion. Refer to Non-ERAS File checklist: <https://www.fresno.ucsf.edu/housestaff-portal/recruitmentmatch/>

All employment and academic documents not in English must be accompanied by an English translation. Documents in their original language must be submitted with the authorized, complete, and exact English translation issued by the University, a government agency, or a certified translation agency.

### **Off Cycle (Outside Regular Academic Year Start Dates)**

House staff who join the program on dates other than the beginning of the regular academic year will have a modified orientation coordinated by the UCSF Fresno GME Office.

1. Programs are required to notify the GME Office when a residency/fellowship vacancy occurs and recruitment for that position is anticipated.
2. When a suitable candidate is identified, the program must provide the GME Office with a completed house staff file from prior for determination of a training start date. The file must include items from **#1. a-c from the Non-ERAS applicant process**.
3. Written verification of any previous residency/fellowship training (primary source verifications).
4. The GME Office will provide house staff demographics to necessary departments/facilities (i.e., HR, IT, Library, FMMS, CRMC, MedHub) to establish appropriate access for training.
5. The GME Office will send out a "Welcome" email (copy to program) to all new house staff with information regarding orientation requirements and a link to the orientation portal. House staff will complete the requirements and contract submission through MedHub's Onboarding / Orientation portal. CRMC will send out an email (after network accounts are created) providing

- the individual with instructions to complete the online e-learning modules.
6. House staff are given a deadline to return orientation documents/forms to GME. If the deadline is not met, GME will contact the new house staff to submit missing documents. If GME does not receive a response in a timely manner, the respective program will be contacted to:
    - a. Verify the new house staff is still planning to begin training at UCSF Fresno and
    - b. To assist GME in obtaining missing documents/information
  7. The GME Office will confirm an approved start date once all required documents have been submitted.
  8. The UCSF Fresno GME Office will establish an orientation date for the new house staff to complete employment documents that require a signature on the first day of employment. The program will need to arrange EPIC training with the CRMC liaison and Mask/Respiratory Fit Testing with CRMC Employee Health Services.
  9. Required paperwork must be completed prior to house staff beginning clinical duty and/or before being placed on payroll.
  10. Employment eligibility verification cannot occur until the day of orientation and original documents must be presented based upon the I-9 document requirement form
  11. Prorating leave time - As part of the in-processing for off cycle house staff, vacation, educational and sick leave will be prorated for the number of months the house staff is in the program during the current academic year. Formulas for prorating leave time are based on annual amounts of 20 days of vacation ( $/12 = 1.25$  days per month), 5 days of educational leave ( $/12 = .42$  days per month), and 12 days of sick leave ( $/12 = 1$  day per month).

Note: All contracts will contain language indicating the offering of a residency/fellowship position is contingent upon receipt of required valid employment/training documents.

Entry into the UC Payroll system will be completed only after all required documents are completed and received.

### **House Staff Separating from the Program**

#### **Regular (End of Year) Separations**

1. Programs will notify the GME Office that a house staff is separating by completing an ETA via MedHub.
2. As per GMEC policy, notification of house staff terminating at the end of an academic year must be received by the GME Office by February 28<sup>th</sup> of each year. Extenuating circumstances will be evaluated on a case-by-case basis.
3. Programs are expected to work with the separating house staff to complete the required [UCSF Fresno Final Check Out Form](#). Completed check-out forms are required for final processing and receipt of training certificates where applicable.
4. **Final paychecks will be automatically deposited** if the house staff is set up for automatic deposit. **If automatic deposit is not set up**, checks will be processed in San Francisco and, unless otherwise specifically noted, final checks will be sent by certified mail to the address provided by the house staff on the Final Check Out Form.

### Off Cycle (Outside the Regular Academic Year) Separations

UC processing guidelines require changes be submitted to the Fresno GME Office by the 15<sup>th</sup> of the month in which the change occurs (i.e., for payroll changes occurring on March 1, the ETA must be completed by March 15). ETAs submitted after the 15<sup>th</sup> of the month cannot be processed or take effect until the main campus system is reactivated on the first of the following month.

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### Leaves of Absences:

1. Programs will report and track usage in MedHub.
2. Programs will notify the GME Office that a house staff is on an LOA by completing an ETA and emailing the GME Office once it is entered.
3. Receipt of the ETA by the GME Office will initiate that the proper FMLA/CFRA documents are sent and that any necessary payroll adjustments are completed.

### ETA Procedure

1. The ETA process is available through MedHub. Program staff is responsible for completing the ETA within the timeline provided by the GME Office. This is an electronic process that does not require a signature. Please email the GME Office when the process has been completed.
2. The GME Office will review the ETA for completion and accuracy.
3. Programs should complete the ETAs for all house staff by February 28<sup>th</sup>.

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