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## BACKGROUND CHECK AND DISCLOSURE POLICY/EXCLUSION

Employment is contingent upon all House Staff new to VUMC completing a background check, which may also include an international background check, as appropriate. Any offer of employment is also conditional upon a determination by VUMC that the results are acceptable. House Staff must complete all necessary documentation, including any necessary releases, to initiate the background check. The status of and/or results of the background check will be evaluated by the ACGME DIO, the Program Director, and other individuals deemed appropriate.

A criminal background check may be required as part of the initial background check for new employees, or during employment, in accordance with applicable policies, procedures or practices of VUMC or clinical education sites.

There is an affirmative and ongoing duty for House Staff to notify the DIO of arrests, convictions, pending malpractice suits and the disposition of any outstanding charges, after the initial background check for employment is completed. There is also an affirmative duty for House Staff to report any adverse information resulting from subsequent criminal background checks obtained at any site during their employment as House Staff at VUMC.

**Within five (5) calendar days after being arrested or convicted of a criminal offense, House Staff must disclose that arrest or conviction to VUMC by directly informing the DIO and by also opening a case in the VUMC HR system Workday Help. Failure by House Staff to open a case in Workday Help and/or disclose an arrest or a criminal conviction to the DIO within five (5) calendar days may result in corrective action, up to and including Immediate Dismissal from their training program.**

**The House Staff also must disclose to the DIO, and through their Workday Help Case, all other significant events occurring in their corresponding criminal proceeding, including the issuance of any indictments, criminal summons, sentences, or other dispositions of the case, withing three (3) calendar days of their occurrence. Failure by House Staff to disclose through the Workday Help Case and/or to the DIO all other significant events occurring in the criminal proceeding within three (3) calendar days of their occurrence may result in corrective action, up to and including Immediate Dismissal from their training program. See VUMC policy HR—Arrest and Convictions, <https://powerdms.com/link/VanderbiltUMC/document/?id=2631791>, for additional details.**

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The facts and circumstances of each case will determine what, if any, action is taken, up to and including Immediate Dismissal, as appropriate.

Additionally, employment of House Staff (including commencement of employment by, and continued employment with VUMC) will be contingent upon House Staff not being excluded from participation in programs funded by state and federal governments, including without limitation programs funded by Medicare and Medicaid, and/or research funding sponsored by the National Institutes of Health (NIH) or other agencies.

<https://powerdms.com/link/VanderbiltUMC/document/?id=2370637> See also more information included in "[Section I.A. CONDITIONS OF EMPLOYMENT AND CONTINUED EMPLOYMENT](#)."