



Resident/Fellow Onboarding & Pre-employment Requirements # 036.000

INITIAL EFFECTIVE DATE: 9/10/2026	LAST REVISION DATE: 8/20/2026	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of Graduate Medical Education
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POLICY STATEMENT

Establish the institutional requirements that must be completed before residents and fellows may begin training, including onboarding, Florida training licensure, criminal background screening, employment requirements, and other institutional and participating site credentialing requirements.

SCOPE

Applies to:

- All incoming residents and fellows appointed to FIU-sponsored ACGME-accredited programs.
- Program Directors
- Associate Program Directors
- Program Administrators
- Office of Graduate Medical Education
- Participating clinical sites

REASON FOR POLICY

This policy ensures residents and fellows satisfy institutional, state, accreditation, employment, and clinical site requirements before participating in patient care and beginning graduate medical education.

DEFINITIONS

TERM	DEFINITIONS
Onboarding	The process through which incoming residents and fellows complete all required employment, credentialing, licensure, compliance, orientation, and administrative requirements before beginning training.
Training License	A license issued by the appropriate Florida licensing board that authorizes a resident or fellow to practice medicine within an approved graduate medical education program under appropriate supervision.



Criminal Background Check	A review of an individual's criminal history and other records, as required by the University, participating in clinical sites, or applicable law, to determine eligibility for appointment and participation in graduate medical education.
Participating Site	A hospital, clinic, or other healthcare facility that provides educational and clinical training experiences for residents and fellows through an approved affiliation with the Sponsoring Institution.
Resident/Fellow	A physician appointed to an ACGME-accredited residency or fellowship program sponsored by Florida International University.

ROLES AND RESPONSIBILITIES

Resident/Fellow

- Complete onboarding requirements by established deadlines.
- Obtain and maintain a Florida training license or other required medical license.
- Complete required background screening.
- Report any criminal charges or licensure restrictions.
- Complete required orientation.

Program Director

- Ensure eligibility for appointment.
- Monitor onboarding completion.
- Determine training status if onboarding or licensure requirements are not met.

Program Administrator

- Coordinate onboarding activities.
- Track completion of required documents.
- Coordinate with OGME and affiliated institutions.

Office of Graduate Medical Education

- Oversee the institutional onboarding process.
- Verify completion of required onboarding requirements.
- Coordinate institutional documentation and approvals.
- Maintain required records.

PROCEDURE

1. Pre-Appointment Requirements

Appointment acceptance, onboarding timeline, required documents, transfer verification, previous GME documentation, resignation documentation, etc.

2. Onboarding Process

Include:

- completion of institutional onboarding;
- required forms;



- orientation;
- employment processing;
- institutional communications;
- monitoring by Program Coordinators and OGME.

3. Immigration Requirements

If applicable:

- visa processing;
- responsibilities of the resident/fellow;
- coordination between Program, OGME, and FIU Immigration.

4. Florida Training License

Include:

- residents must obtain and maintain a Florida Training License or other legally required medical license before participating in patient care;
- copies maintained by the program and OGME;
- residents are responsible for maintaining licensure;
- immediate reporting of suspension, restriction, expiration, or revocation;
- inability to participate in patient care without an active license;
- continued participation determined by the Program Director and OGME;
- failure to obtain or maintain licensure may result in delayed start, suspension, or dismissal in accordance with applicable FIU GME policies.

5. Criminal Background Check

Include:

- required before appointment;
- additional background checks when required by participating sites;
- cooperation with screening process;
- self-reporting of criminal charges;
- confidentiality;
- consequences for failure to complete screening or satisfy participating site requirements.

6. Clinical Site Credentialing

Residents and fellows must complete all credentialing, information technology access, electronic health record training, identification badge requirements, and other onboarding requirements established by FIU and participating clinical sites before beginning clinical duties.

7. Failure to Complete Requirements

A resident or fellow who does not successfully complete onboarding, obtain required licensure, satisfy criminal background screening requirements, or complete participating site credentialing by the required deadline may have their start date delayed, be prohibited from



participating in patient care, or become ineligible to begin or continue training until all requirements have been satisfied.

RELATED RESOURCES

- Recruitment and Selection Policy
- Off-Cycle Appointment Policy
- Resident/Fellow Agreement of Appointment
- Florida Board of Medicine Training License
- Background Screening procedures
- FIU Human Resources onboarding
- Credentialing requirements

CONTACTS

Office of Graduate Medical Education
DIO

HISTORY

Initial Effective Date:
Review Dates 8/20/2026
Revision Dates 8/20/2026