



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

## Graduate Medical Education Policy

### GME MEDICAL LICENSING POLICY

Applies to: ESFCOM Graduate Medical Education (GME) Trainees at accredited and non-accredited graduate medical education training programs (i.e. residency or fellowship) sponsored by the College of Medicine

GMEC Approval: February 16, 2021

#### 1.0 Policy Statement:

It is the Elson S. Floyd College of Medicine (ESFCOM) policy that all Trainees participating in a college of medicine sponsored training program, hold an active Washington state physician license, and for the jurisdiction they are training if not in Washington, while training in a WSU graduate medical education program.

#### 2.0 Definitions

**Accreditation Council for Graduate Medical Education (ACGME):** accredits Sponsoring Institutions and residency and fellowship programs, confers recognition on additional program formats or components, and dedicates resources to initiatives addressing areas of importance in graduate medical education.

**Comprehensive Osteopathic Medical Licensing Examination (COMLEX):** is a three-level, national standardized licensure examination designed for licensure for the practice of osteopathic medicine. COMLEX-USA is designed to assess osteopathic medical knowledge, knowledge fluency, clinical skills, and other competencies essential for practice as an osteopathic generalist physician.

**Designated Institutional Official (DIO):** The individual in a sponsoring institution who has the authority and responsibility for oversight and responsibility of all of the ACGME-accredited programs.

**Osteopathic Physician & Surgeon Limited License:** This license is available to Trainees with less than one year of post-graduate training and permits the holder to practice medicine only in connection with his/her duties as a “Resident Physician”.

**Osteopathic Physician & Surgeon Full License:** This license is available to Trainees who have completed at least one year of post-graduate training accredited by the American Osteopathic Association, the American Medical Association or the ACGME.

**Physician Limited License (Resident):** Trainees with less than two years of post-graduate medical training accredited by the ACGME are eligible to apply for a limited license. This license permits the holder to practice medicine only in connection with his/her duties as a “Resident Physician”.

**Physician (MD) License:** Trainees with two or more years of post-graduate medical training accredited by the ACGME or Canadian accrediting bodies (RCPSC or CFPC) and successful completion of a national licensure examination (i.e., USMLE or LMCC) are eligible to apply for a full license. Individual programs may set additional

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requirements for a Physician License.

**Trainee:** a physician in training at an ACGME accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other trainee enrolled in an educational program whose education falls under the purview of the ESFCOM Office of Graduate Medical Education.

**United States Medical Licensing Examination (USMLE):** is a three-step examination for medical licensure in the U.S. The USMLE assesses a physician's ability to apply knowledge, concepts, and principles, and to demonstrate fundamental patient-centered skills, that are important in health and disease and that constitute the basis of safe and effective patient care.

## 3.0 Responsibilities

GMEC and DIO

## 4.0 Procedures

It is the responsibility of each Trainee to obtain and maintain an active unrestricted Washington state physician license, and for the jurisdiction they are training in Washington, while training in a WSU graduate medical education program. Program Administrators and the GME Office are available to assist Trainees with questions regarding the medical license application process. Trainees are responsible for payment of all licensing fees. These fees can be reimbursed by submitting the proper reimbursement forms to the GME Office. Out of state licensing fees are not reimbursable unless the out of state rotation is required by the training program.

Prior to starting their training program, newly matched Trainees must apply for either a Physician & Surgeon Limited License (Allopathic) or Osteopathic Physician & Surgeon Limited License. Washington State limited medical licenses are valid for one year and must be renewed each academic year. After two years of graduate medical education training, Trainees are eligible to apply for a full Washington State medical license. Trainees will submit all licensing paperwork and fees directly to the Washington State Department of Health (DOH).

**Initial License Application:** General documentation requirements may vary by applicant due to individual differences in education and professional experience. It is the Trainees' responsibility to ensure that all required application materials and license fees are submitted to the DOH, prior to commencement of training. For license applications requiring an Institution address (limited licenses), Trainees should provide their Training Program's address. Trainees will need to submit an electronic copy of the initial medical license to the GME Office during the onboarding process.

As part of the initial license application, trainees are required to sign a release of information form. This will permit the GME Office to communicate with the DOH on the status of each Trainee application. A copy of this form is included as Attachment A.

**License Renewals:** Renewal forms for expiring licenses are sent out by the Washington State DOH 6-8 weeks prior to the license expiration date. However, Trainees are responsible for renewing their license on time even if they have not received a renewal notice.

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**Note:** Limited Licenses issued with program start date are renewed annually (July 1 - June 30), Full Licenses expire on the practitioner's birthday.

Trainees with a limited license who are applying for a full license must ensure they have met all eligibility requirements prior to expiration of their limited license. This includes completion of USMLE Step 3. It is the Trainees responsibility to update their contact information with the DOH in a timely manner as needed.

**Rotations Outside Washington:** For rotations occurring outside the state of Washington, Trainees must obtain proper licensure according to the area of their rotation and/or the policies in place at the institution of rotation.

Failure to comply with the licensure requirements set forth in this policy may result in the Trainee's removal from patient care activities until the deficiency is resolved to the satisfaction of the program and the GME Office.

## 5.0 Related Policies

Resident Appointment Policy

## 6.0 Key Search Words

Medical License

## 7.0 Revision History

| Original GMEC Approval: | Revision/Review Date(s) |
|-------------------------|-------------------------|
| 6/16/2020               | 2/16/2021               |
|                         |                         |

**Responsible Office:** ESFCOM GME Office

**Policy Contact:** Designated Institutional Official

**Supersedes:** N/A

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## Attachment A – Release of Information Form

This form provides authorization for the release of information regarding my Washington medical license application to the following individuals. This information includes, but is not limited to application information, license verification, status change, and past or current legal issues and documents.

I, \_\_\_\_\_, authorize the release and discussion of any and all information pertaining to my application, with the following individuals:

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: Director of Graduate Medical Education at Washington State University

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: Institutional Manager of Graduate Medical Education at Washington State University

Printed Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_