

Augusta University
House Staff Policies and Procedures

Policy

HS 6.0 House Staff Licensure

Source

Graduate Medical Education Office

1.0 Purpose

To provide guidelines regarding licensure of House Staff training in Graduate Medical Education (GME) Training Programs at the Medical College of Georgia (MCG) at Augusta University (AU)

2.0 Procedure

A Resident Training Permit (RTP) or full Georgia Medical License is mandatory for participation in all GME training programs at MCG.

2.1 Requirements for issuance of a RTP

The Board will not consider an application until it is complete and the Board has received all required documentation, signatures, seals, and fees. For application and instructions, please contact the GME Office. The below items are needed.

2.1.1 Complete notarized application including an acceptable photo with original signatures free of strikeouts, whiteouts, etc.;

2.1.2 Full explanation to answers of Yes on the application, which will be thoroughly reviewed by the Program Director;

-Explanations of Yes on the application will also be reviewed by the DIO or designee excluding 1) Are you currently registered with the DEA; 2) Have you ever had prior GME training or are you currently enrolled in a GME program; and 3) Have you served in the US Armed Forces

2.1.3 If the House Staff is entering the Program at PGY2 or higher, Letter of Good Standing from the current Program Director;

2.1.4 If non-foreign medical school graduate, copy of medical school diploma indicating evidence of graduation from an allopathic or osteopathic school approved by the ACGME, the AOA, or the Liaison Committee on Medical Education (LCME);

-If the diploma is not in English, an English translation

-If a copy of the diploma is not available, a letter from the medical school on school letterhead with the expected date of graduation

2.1.5 Valid certificate issued by ECFMG (for graduates of foreign medical schools);

2.1.6 Completed Form A1 (Affidavit for Medical Board License) with proof of citizenship as stated in the form; and

2.1.7 Completed Form B Part 1 (Certificate of Postgraduate Training Form);

-Only the top portion (Part 1) should be completed as the incoming Program Director will complete Part 2

2.2 The application fees for RTP will be paid through GME budget for ACGME-accredited programs. For non-accredited GME Programs and for full State Medical Licenses, the House Staff is responsible for all fees.

2.3 Issuance of a RTP does not imply that the permit holder will be deemed eligible for an unrestricted Georgia Medical License. This is a separate process.

Effective Date:
7/05

Revision/Review Date:

12/05,10/07,12/09,10/10,2/11

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- 2.4 The Board shall have the authority to refuse, issue, renew, suspend, revoke, or limit a RTP. Nothing in this policy shall be construed to prevent the Board from denying or conditionally granting an application for a RTP.
- 2.5 A permit holder who withdraws from a GME training program and is accepted or appointed to participate in another GME training program must apply for a new RTP; however, the Board will not issue a new RTP if GME training exceeds seven years.
- 2.6 All RTP expire annually on June 30th. The renewal application and fee required by the Board must be submitted to the Board before the permit holder can continue in the GME training program. Deposit of the renewal fee does not indicate acceptance of the renewal application or that any permit requirement has been fulfilled. The GME Office will submit all RTP applications to the Board for approval prior to the start date of the contract. House Staff with full State Medical Licenses must monitor for expiration dates and keep licenses current. Once a House Staff has a full Georgia Medical License, they are not eligible for a RTP in Georgia.
- 2.7 Failure to renew a RTP by the expiration date shall result in a penalty for late renewal, as required by the Board. RTP that are not renewed within one month of expiration shall be revoked for failure to renew, and a new application with the appropriate fee shall be required.
- 2.9 A permit holder shall not participate in GME training in the State after the expiration of a RTP or Georgia Medical License.
- 2.10 Program Director Requirements
- Program Directors must report the following to the Board within 15 days of the event. Program Directors must contact GME prior to contacting the Board.
- 2.10.1 Permit holders' withdrawal or termination from a GME training program and the reasons for such termination or withdrawal. RTP will automatically expire upon the permit holder's withdrawal or termination.
- 2.10.2 Occurrence of any of the events identified as grounds for disciplinary action or as a violation enumerated in O.C.G.A. 43-34-8 or a practice restriction taken against a permit holder.
- 2.10.3 Any permit holder who has an unauthorized absence from the Program for any length of time in excess of two weeks and the reason.
- 2.10.4 Failure to notify the Composite State Board of Medical Examiners of a House Staff's status will have negative consequences for the Program Director and the Program Director "shall be subject to disciplinary action by the Board".
- 2.11 Complete rules may be reviewed at <http://medicalboard.georgia.gov>



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1/17/23
Date



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Date

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