

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. H. LICENSING AND RESIDENT ELIGIBILITY

H. 1. Introduction

This policy establishes conditions to ensure that residents do not engage in medical practice prior to receiving appropriate licensure and all forms, visas or other permits as may be required by the U.S. Immigration and Naturalization Service. It is the responsibility of the resident to obtain and maintain, at his/her own expense, medical licensure in the State of Illinois. ***Note: Residents without a valid State of Illinois medical license, appropriate work authorization or social security number cannot hold an Agreement, participate in clinical and laboratory activities (including observation) or research at any clinical training site and cannot be paid.***

H. 2. Definition for Valid License

1. A valid temporary license is defined as an Illinois temporary license specific to the Loyola residency training program and with an effective date not later than the resident's first day of residency.
2. A valid permanent license is defined as an Illinois permanent license with an effective date not later than the resident's first day of residency.
3. No license is valid past its expiration date unless provided for by Illinois state laws and regulations.

H. 3. Notification for filing license applications

1. The Central Office of Graduate Medical Education will notify each applicant accepted into a residency training program that he/she must be able to document that they submitted a completed license application no later than 60 days prior to their projected start date.
2. Each resident currently enrolled in a residency training program will also receive written notice not later than 120 days prior to temporary/permanent license expiration. He/she must be able to document that they applied for a renewal or permanent license no later than 60 days prior to the expiration date.
3. Administrators/program directors will be notified via reports as to the status of each incoming resident's license application, and whether the resident completed the application prior to the deadline.

4. The Central Office of Graduate Medical Education will contact each administrator/program director with a list of residents who have not received their license by the Agreement date.

H.4. Resident Letter

1. Each resident not licensed but having met the 60 day cutoff for initial application or renewal will sign a statement which informs him/her that they may not be able to begin training until a license has been received from the State of Illinois.
2. The resident is not currently eligible to participate in any way in clinical activities with their program including observation in clinical or laboratory areas. Evidence that the resident examined or treated patients will be cause for immediate dismissal from the Loyola residency training program.
3. The resident may attend lectures and conferences, but will not be permitted to participate in any capacity for the medical center or in their program.

H.5. Agreement Dates

1. The program director may be required to extend the Agreement dates for any resident who begins late because of licensing problems.
2. The program director may terminate any resident who has not obtained a license as stated in the Graduate Medical Education Agreement, after consulting with the Chief of Staff.

GMEC Approved: April 7, 2000
Reviewed: April 7, 2000
Revised: June 2003, March 2007