



## GME Interview Materials 2024-2025

### **SIGN AND RETURN**

the following documents:

- UC Davis Policy regarding Substance Abuse Screening Acknowledgement
- GME Applicant Acknowledgement
- Selective Service Registration Requirement
- Virtual Recruitment Agreement Not to Record

EDUCATION BUILDING



**UCD Health Policy regarding Substance Abuse Screening  
Residency/Fellowship Applicant Acknowledgement**

I understand that, effective December 2023, all of those who Match to or are selected for residency or fellowship training at the University of California, Davis are required to undergo Substance Abuse Screening prior to the commencement of employment.

I have received a copy of the UC Davis Health *Post-Offer, Pre-Employment Substance Abuse Screening Policy*.

I understand that failure or refusal to participate in the pre-employment Substance Abuse Screening may jeopardize my ability to enter residency or fellowship at UC Davis Health.

Please sign and date below, and return to Program Coordinator:

\_\_\_\_\_  
*Resident/Fellow Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

***Substance Abuse Policy  
Effective December 2023***

## I. SETTING

Medical Center

## II. PURPOSE

To promote a drug-free work environment in accordance with the Drug-Free Workplace Act of 1988. In addition, a drug-free work environment supports patient safety and quality of care, as well as the safety of employees and others in a health care workplace.

## III. DEFINITIONS

Substance Abuse Screen – A substance abuse screen is an assessment for evidence of the use of illegal drugs and the inappropriate use of legal drugs. A substance abuse screen occurs when a urine specimen is screened for the following eight categories of drugs including amphetamine (amphetamines and methamphetamine), cocaine metabolite, opiates (Codeine, Oxycodone, Hydromorphone, Hydrocodone, Morphine and Oxymorphone), phencyclidine (PCP), Barbiturates, Benzodiazepines, Methadone, Propoxyphene by an independent (non-UC) laboratory. All positive substance abuse screens are reviewed by a Medical Review Officer (MRO), properly trained in this area. The presence of any of the above substances constitutes a positive-pending-review substance abuse screen, at which point the prospective employee will be contacted. The presence of any legal substance for which there is no prescription and/or medical confirmation of need constitutes a positive screening result.

## IV. POLICY

- A. University of California, Davis Health (UC Davis Health) requires pre-employment substance abuse screenings for all new employees including Graduate Medical Education (GME) trainees and excluding academic staff and faculty. Prospective employees who have received offers of employment for career, limited appointment, per diem, and contract appointment positions are required to submit to a substance abuse screen as a condition of employment conducted by a third-party vendor and complete third-party vendor forms that are provided. The offers of employment will be contingent upon successful completion of this screening. Prospective employees who fail or refuse to participate in the pre-employment substance abuse screening will not be hired. This policy is intended to comply with all requirements of the Americans with Disabilities Act of 1990 and applicable state law.
- B. The substance abuse screen requirement is applicable to contracts executed after this policy's effective date for temporary staffing firms, travelers, registry, contract labor and independent consultants and contractors, unless a contract is exempted from this provision by the Executive Director, Talent and Rewards.

## V. PROCEDURES

- A. All prospective employees will be notified that positions at UC Davis Health require pre-employment substance abuse screening following an employment offer.
- B. When an offer of employment is made, substance abuse screening must be scheduled as part of the pre-employment clearance process. Substance abuse screening is authorized by the Talent Acquisition Manager in Human Resources and will be conducted through a third-party vendor. Prospective employees will be given a deadline, typically 48 hours, within which they must complete pre-employment substance abuse screening. (Prospective residents/fellows, see B.1. below.) Failure to complete the substance abuse screen by the deadline may result in the conditional offer of employment being rescinded absent the prospective employee promptly providing to Talent Acquisition compelling information as to why they could not meet the substance abuse screening deadline. The University will consider such explanation and may, at its sole, non-grievable discretion, determine whether the prospective employee should be granted an additional opportunity to complete the substance abuse screening.
1. Prospective residents and fellows will be given a deadline, typically 72 hours after being notified of acceptance into the UC Davis Health training program, within which time the prospective resident or fellow must complete the pre-employment substance abuse screening.
  2. International residents and fellows with visa status will be given a deadline that may allow for additional time.
- C. Offers of employment will be contingent upon a negative substance abuse screening.
- The prospective employee will complete all required paperwork and provide a sample to the third-party lab for processing. Please see section V.B.) above for seeking authorization of alternate substance abuse screening process for prospective employees hired to work remotely (i.e., out of region, out of state).
- D. When a prospective employee's substance abuse screen is positive, the laboratory will automatically perform a second test on the original specimen to review the positive results. Confirmed positive results are deemed "positive pending review." These results will be provided for review to the MRO, who will contact the prospective employee to discuss the screening results and whether there is a reason for the positive result such as lawful drug use (excluding marijuana) or possible explanations other than the use of illegal substances. Based on this conversation, the MRO will make a final determination whether the test result is positive or negative.
- E. The MRO (or designee) will communicate the results of the substance abuse screening to Talent Acquisition.
- F. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by UC Davis Health as part of this substance abuse screening program are confidential records. UC Davis Health will not release such information without a written consent form signed voluntarily by the person screened, unless permitted or required by law, regulation, or policy and with the authorization of Associate Vice Chancellor- Human Resources/Chief Human Resources Officer. Information on substance abuse screening results will not be released in any criminal, civil, or administrative disciplinary proceeding

unless such information or records are compelled by a court or a professional or occupational licensing board in a related disciplinary proceeding.

- G. A positive pre-employment substance abuse screen as determined by the MRO will require the rescission of the conditional offer of employment. Talent Acquisition will inform the Department Manager and notify the prospective employee that the conditional offer of employment has been rescinded.
  - 1. Talent Acquisition will forward any resident or fellow positive pre-employment substance abuse screen results to the Designated Institutional Official (DIO) for consideration and action.
  - 2. Residents who were matched through the National Residency Match Program (NRMP) are expected to abide by their matched institution's requirements; any violation of such requirements may nullify the NRMP binding contract.
- H. Prospective employees whose offer was rescinded due to a positive substance abuse screen will not be considered for employment with UC Davis Health for one year from the date the specimen was collected. At that time the prospective employee may reapply and, if offered a position, will be subject to the pre-employment substance abuse screening procedure.

#### VI. NEGATIVE DILUTE SPECIMENS

If the MRO informs Talent Acquisition that a test was negative dilute, the prospective employee will be required to submit to a second pre-employment substance abuse screen. Failure by the prospective employee to submit to the second pre-employment substance abuse screen may result in the offer of employment being rescinded unless the prospective employee promptly provides Talent Acquisition with compelling information as to why s/he could not meet the second substance abuse screen deadline. The University will consider such explanation and may, at its sole discretion determine whether the prospective employee should be granted an additional opportunity to complete the substance abuse screen. A prospective employee is not entitled to grieve the University's decision whether to grant him or her an additional opportunity to complete the substance abuse screen.

#### VII. RESPONSIBILITY

Questions about the implementation of this policy should be directed to Talent Acquisition.

#### VIII. REFERENCES

[Federal Drug-Free Workplace Act of 1988](#)

[Americans with Disabilities Act of 1990](#)

[California Drug-Free Workplace Act of 1990](#)

[California Fair Employment and Housing Act](#)

UC Davis Policy PPM [380-18](#), Use of Intoxicating Substances

#### IX. REVIEWED BY

HR Policy Administrator\*  
Enass Arahman, MD  
Jita Buno  
Christine Williams, RN  
Joleen Lonigan, RN  
Susan Guralnick, MD  
Kimber Ramos

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### Residency/Fellowship Applicant Acknowledgment

1. Are you now, or have you ever been excluded from participating in any federal or state health care program (residency/fellowship) because you defaulted on a federal or state funded student loan?

Yes     No

If yes, please explain:

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2. **Visa Information:**

UC Davis Health can only accept a *J1 Clinical Visa* sponsored by the ECFMG. If you are a J1 Visa holder on a waiver through the US Department of State, please note that we can only accept you into the program if you obtain an EAD or revert to a J1 Clinical Visa.

3. I have been provided with residency/fellowship information that includes, but is not limited to:

- **Link to the Graduate Medical Education Prospective Applicant webpage**  
<https://health.ucdavis.edu/gme/application.html>
- **GME Policies** <https://health.ucdavis.edu/gme/policypage.html>
  - **Eligibility and Selection Policy**  
<https://health.ucdavis.edu/gme/pdfs/Eligibility-and-Selection-Policy7.2024.pdf>
  - **Substance Abuse Screening Requirement**  
<https://health.ucdavis.edu/gme/policies/UCDH-Post-Offer-Pre-Employment-Substance-Abuse-Screening-12.2023.pdf>
  - **GME Compensation Plan**  
<https://health.ucdavis.edu/gme/pdfs/FY25-CompPlan.pdf>
  - **Resident Medical Staff Policy and Procedure Manual**  
<https://hr.ucdavis.edu/sites/g/files/dgvnsk8016/files/inline-files/RMSCManual-FY22v1.pdf>
- **Benefit Information** <https://hr.ucdavis.edu/employees/ucdh-resident>
- **Licensure Requirements in the State of California** <http://www.mbc.ca.gov/>
- **Sample Contract**  
<https://health.ucdavis.edu/gme/pdfs/sample-appointment-agreement-2024-2025.pdf>

Name (print): \_\_\_\_\_

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

UC Davis Health  
Office of Graduate Medical Education  
Selective Service Registration Requirement

October 16, 2019

Our training program includes the Veterans Affairs Medical Center at Mather, as a participating site. In order to train or work at a Veterans Health Administration facility, resident and fellow physicians in ACGME- accredited programs and paid employees must provide evidence of registration in the Selective Service program, or evidence of exempt status issued by the Veterans Affairs' Office of Academic Affiliations (OAA) through a Status of Information letter.

Requirement: According to federal law, a man must register with Selective Service within 30 days of his 18<sup>th</sup> birthday. Selective Service can accept a late registration, but not after a man has reached his 26<sup>th</sup> birthday. Please reference the attached documentation issued by the VA regarding this requirement.

Registration Exemptions include:

- Males born on or before December 31, 1959
- Non-immigrant aliens on visas such as a student, visitor, tourist or diplomatic visas
- Non-U.S. males who first entered the U.S. for the first time after their 26th birthday
- Individuals who were incarcerated, hospitalized or institutionalized during required registration period due to medical reasons or physical/mental incapacitation
- Cadets and Midshipmen at Service or Coast Guard.
- Members of Armed Forces on active duty.
- Seasonal agricultural workers on an H-2A Visa

How To Verify

Confirm your Selective Service Status at: <https://www.sss.gov/Home/Verification>

- If you registered, please sign the attestation below and provide a copy of your registration confirmation to our training program as required.
- If you have not registered for Selective Service, and you have exempt status, please submit a Status of Information Letter to our training program as required.

I have verified that I registered for Selective Service or that I meet criteria for an exemption.

\_\_\_\_\_ Signature  
\_\_\_\_\_ Printed Name  
\_\_\_\_\_ Date

# UC Davis Health Office of Graduate Medical Education Selective Service Registration Requirement

October 16, 2019

If you believe you meet criteria for an exemption:

The U.S. Government will issue exemptions only for trainees who meet the specific criteria listed below. Trainees who qualify for an exemption will need to submit a request for a Status Information Letter if they match to our program as part of the onboarding process.

- Males born on or before December 31, 1959
- Non-immigrant aliens on visas such as a student, visitor, tourist or diplomatic visas
- Non-U.S. males who first entered the U.S. for the first time after their 26th birthday
- Individuals who were incarcerated, hospitalized or institutionalized during required registration period due to medical reasons or physical/mental incapacitation
- Cadets and Midshipmen at Service or Coast Guard.
- Members of Armed Forces on active duty.
- Seasonal agricultural workers on an H-2A Visa

How to request a Status Information Letter:

A Status Information Letter is a letter from the Selective Service System, which states the facts surrounding your registration with Selective Service. It states whether or not you are registered with the Selective Service System and whether or not you were required to register with Selective Service or if you are exempt from the registration requirement. You should provide as much information as possible. Many use the argument, "I didn't know about the selective service." However, not being aware of the law is not a supported reason. It is in the position of the Office of Human Resources Management (OHRM) that all U.S. Citizens and those residing in the U.S. should know the law of the land. The information you provide will be used to determine your registration status by the agency handling your case, not the Selective Service System. They will determine whether you have shown that your failure to register was not knowing and willful failure to register. In some agencies, an appeal process is available.

1. Go to [SSS.gov](http://SSS.gov)
2. Click on "Forms"
3. Scroll down and click "Status Information Letter Request"
4. Complete form and send to the Selective Service System address located on the form

**Agreement Not to Record**

The University of California, Davis, School of Medicine (“UCD”) wishes to maintain a fair, equitable, and confidential interview process throughout the recruitment season. Therefore, UCD requires that all applicants agree that they shall not record or distribute any part of any interview conducted on a virtual platform (e.g., Thalamus, Zoom, WebEx, Skype, etc.), including screenshots, still photos, audio and video recording.

By signing below, you have agreed with the foregoing.

\_\_\_\_\_

Applicant Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date