

To: HOUSE OFFICERS AT UC San Diego Health

From: OFFICE OF GRADUATE MEDICAL EDUCATION

Re: Information pertinent to training provided by the Office of Graduate Medical Education (OGME) website (<http://meded.ucsd.edu/gme>) regarding the following areas:

1. Licensure in the State of California

The California Medical Practice Act permits medical and osteopathic school graduates to practice medicine within the scope of their ACGME approved training program without a license in this State, while they are fully registered with the Medical Board of California as follows:

a. Graduates of Medical Schools in the US, Puerto Rico and Canada

- May train for the first year following graduation from medical school at the intern/PGY-1 level for a period not to exceed 12 months from the commencement of the PGY-1 year of training; and
- May continue for a second year of training in this State at the PGY-2 level for a period not to exceed 12 months from the commencement of the PGY-2 year of training. At the conclusion of the PGY-2 year, the house officer must be licensed in order to continue in training in this State; **or**
- U.S., Puerto Rican and Canadian Medical School graduates must hold a full and unrestricted license to practice medicine in California upon completion of 24 months of approved postgraduate medical education.

b. Graduates of International Medical Schools

- The international medical school graduate must be registered with the Medical Board of California prior to commencement of training in an ACGME approved training program in this State.
- To qualify for licensure the physician must meet one of the following requirements:
 - ❑ Completion of a minimum of two years of ACGME postgraduate training, or:
 - ❑ Completion of 12 months of ACGME postgraduate training and current certification by a member board of the American Board of medical Specialties or a specialty board approved by the MBC-Division of Licensing, or;
 - ❑ Completion of 12 months of ACGME post graduate training and successful completion of the computerized clinical competency exam (SPEX) in the State of California.
- The international medical school graduate must hold a full and unrestricted license to practice medicine in this State upon completion of 36 months of ACGME approved postgraduate medical education in the United States.

House officers who have not obtained a license within the prescribed time frames will not be allowed further patient contact and may be terminated from their training program.

Thereafter and for the duration of training, the California medical license must be continually maintained as a prerequisite to appointment.

If you are in a residency training program, at the time you initially apply for a California License, you are eligible for a discount toward the initial licensing fee. The OGME website contains information to assist you in completed the California application for licensure forms under the section Housestaff → Licensure and Registration.

Graduates of international medical schools should discuss licensing requirements directly with Graduate Medical Education.

2. Registration with the Drug Enforcement Administration and Securing Controlled Substance Security Prescription Pads

You are eligible for a federally issued DEA number in this State after you have obtained a California medical license. Please note that the DEA waives the registration fee for state employees. Fee exempt DEA registration is only valid for UCSD Medical Centers and Affiliate Hospitals and is not valid for moonlighting, etc. To apply for the fee exemption, you will need to complete the application using the addresses and contact information listed on the OGME website under the section Housestaff → Licensure and Registration. The website also contains the direct link to the on-line application and detailed instructions.

When you receive your DEA number, provide a copy to the Office of Graduate Medical Education, Mail Code 8829 and to your training program coordinator.

When you get your California medical license and DEA #, you will need to order Controlled Substance Prescription Pads at UCSD Medical Center. To order the pads, please fill out the form and follow the instructions located on the OGME website under the section Housestaff → Licensure and Registration.

3. Health, Life, Vision, Dental, and Group Long Term Disability Insurance Programs

Graduate Medical Education is responsible for coordinating the health, life, vision, dental, and group long-term disability insurance programs. The website outlines our insurance package, including enrollment, re-enrollment, problems with claims, processing billing for insurance premiums, and COBRA health benefits. It should be noted that enrollment in the program is your responsibility. It is not an automatic process. To add any eligible dependents following your initial enrollment, please be sure that you enroll them via our on-line system, PlanSource, within 30 days of birth/adoption/marriage/etc.

4. Student Loan Deferment/Forbearance Forms

Please bring in or mail your deferment forms to your department coordinator. Indicate to your lender institutions that you have Intern/Resident status and request appropriate deferment forms from them.

5. Change of Address and Telephone Number

All changes should be reported to your clinical department as well as to the Office of Graduate Medical Education.

6. Parking

Parking Permits are required on University property at all times, 24 hours a day, including Saturdays, Sundays, and holidays.

Parking permits may be obtained on-line at <https://ts-vpo.ucsd.edu/Account/Portal>. Parking Office is located in the Bachman structure.

House officers holding B permits from the Medical Center, may park in the Bachman facility and in designated areas on the UCSD campus.

7. Security

It is important that you protect your personal property. Do not leave valuables unattended. The University is not liable for loss of personal property. The Security and Lost and Found office is located at 140 Arbor Drive.

- I.D. Cards. UCSD Medical Center ID cards are required for all Medical Center employees and staff. You will use your ID card to scan through the barcode reader at Hillcrest and Thornton Cafeteria cash registers to purchase on-call meals. Be careful not to lose your ID card. You will have your photo taken and ID badge issued to you at Orientation. ID's are handled by Security, at 140 Arbor Drive on Monday, Wednesday, Friday, between the hours of 8:00 AM to 12:00 PM.

8. Uniforms

The Linen Service is located in the UCSD Medical Center basement. All house officers are eligible to receive lab coats. Lab coats will be laundered by UCSDMC at no charge. Uniforms that deteriorate through normal wear and tear shall be replaced by the Medical Center

9. Mail Room

The Medical Center Mail Room is located on Dickinson Street, Building #138. First class, inter-hospital, and inter-campus mail will be delivered to your clinical department at the Medical Center. You must coordinate mail collection with your department for the time you rotate off-site.

Second class mail, including journals and bulk rate mail, will not be accepted by the Medical Center and should be delivered to your home address.