

**INOVA FAIRFAX MEDICAL CAMPUS  
GRADUATE MEDICAL EDUCATION POLICY**

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**Institutional Policy on Medical Licensure of House Staff**

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**I. Purpose**

To establish a policy for all house staff in residency and subspecialty programs at Inova Fairfax Medical Campus or other Inova operating units.

**II. Scope**

This policy will apply to all house staff participating in post-graduate training programs, whether accredited or unaccredited at Inova Fairfax Medical Campus.

**III. Definitions**

“House Staff/House Officer” refers to all interns, residents and fellows enrolled in post-graduate training programs.

**IV. Responsibilities/Requirements**

All house staff must hold a current Virginia Training or unrestricted license for the duration of their residency or fellowship program. Failure to apply for licensure within a reasonable time frame prior to the contract period may result in delay of the employment commencement. Failure to renew an existing license, resulting in an expiration of license, may result in delay of the contract renewal and/or promotion.

**V. Graduate Medical Education (“GME”) Office Responsibilities**

- A. Perform primary source verification with the Virginia Board of Health Professions via their license look-up website, or verification line complete with fax confirmation.
- B. Maintain current licensure information on all house staff for each academic year.

**VI. Department Responsibilities**

- A. Confirm receipt, processing and finalization of licensure in advance of the start of the academic year and/or start of the rotation for both Inova sponsored programs and rotating house staff from affiliates.
- B. When necessary, obtain training license and/or required documentation for Inova house officers to rotate in other jurisdictions outside of the Commonwealth of Virginia.
- C. For all Inova employed house staff, expenses associated with obtaining or renewing the required training license for the Commonwealth of Virginia will be incurred by the individual departments.
- D. The Program Director will determine on a case by case basis if the cost of a training license for an elective outside of the Commonwealth of Virginia will be incurred by the program or the individual house staff member.

**VII. Resident Responsibilities**

- A. Complete licensure applications and provide all required documents in a timely fashion to ensure license is active prior to the start of the academic year and/or rotation.
- B. House staff are responsible for renewing their licensure annually and in a timely manner to ensure licensure is renewed prior to the start of the academic year.