



FILE COPY

November 17, 2004

Office of Graduate Medical Education

2411 Holmes Street
Kansas City, Missouri 64108-2792

Phone: 816 235-6626
Fax: 816 235-6629

www.umkc.edu/med
umkcgmeoffice@umkc.edu

Wendell K. Clarkston, M.D.
Associate Dean

Phone: 816 235-1865

Ravi Kallur, Ph.D.
Assistant Dean

Phone: 816 235-1742

Deanna Feldman
Administrative Associate II
Phone: 816 235-6628

Christina M. Rogers
Administrative Associate I
Phone: 816 235-6627

Meg Vanderliest
Administrative Assistant
Phone: 816 235-6626

Affiliated Teaching Hospitals
The Children's Mercy Hospital & Clinics
Saint Luke's Hospital of Kansas City
Truman Medical Centers
Western Missouri Mental Health Center

To Dr. Diana Dark
Mr. Joe Galeazzi
Dr. Stuart Munro
Dr. Mark Steele

From Ravi Kallur 

RE Common Criteria Agreement – Criminal Background Checks for Residents/Fellows employed by UMKC

Please find attached agreement for your signature and return. I will prepare and present to FAC for approval detailed information regarding communication procedures to be followed.

The Financial Advisory Committee agreed that current residents/fellows will go through the background checks once the procedure is in place. Background checks will be completed for new incoming residents/fellows at the time of offer of contract.

Per attached agreement all information gathered through these background checks will be confidential and will kept in the GME office. If a resident/fellow is identified as having been convicted of a crime or has any other unsatisfactory finding in the background check process, the affiliated institution(s) will be notified immediately and will determine whether the resident or fellow will be permitted to be placed at that affiliated institution.

It is also agreed that the background checks will be done at the beginning of the residency and will not be repeated every year. However, if the affiliated institution finds a need to do a background check on a particular resident it will be the responsibility of that institution to do the background check and must follow the procedures that is in place.

Please return one fully signed original agreement to me as soon as possible.

Cc: Dr. Wendell Clarkston, Associate Dean
Dean Drees

ORIGINAL

**COMMON AGREED UPON CRITERIA FOR BACKGROUND CHECKS TO BE
USED BY THE UNIVERSITY OF MISSOURI-KANSAS CITY (UMKC) FOR
PLACING MEDICAL RESIDENTS / FELLOWS WHO ARE EMPLOYEES OF
UMKC**

UMKC per UM HR policy (HR 504) entitled "Criminal Background Checks" agrees to check the criminal conviction records of those Medical residents/fellows employed by UMKC. All such information gathered as a result of such checks will be kept in the UMKC Office of Graduate Medical Education and will be available to affiliated hospitals/institutions on a need to know basis, with the consent of the Medical Resident or Fellow. If a resident or fellow is identified as having been convicted of a crime or has any other unsatisfactory finding in the background check process, the affiliated institution(s) will be notified immediately and will determine whether the resident or fellow will be permitted to be placed at that affiliated institution.

The affiliated hospitals/institutions listed here: Children's Mercy Hospital and Clinics, Saint Luke's Hospital of Kansas City, Truman Medical Centers, and Western Missouri Mental Health Center; are in agreement that the following checks will meet their "Medical Staff Background Checks, resident/fellow background checks or other institutional requirements:

1. Missouri Background Checks and the state of last residence for the past five years;
2. State Employee Disqualification List Check
(http://www.dhss.state.mo.us/senior_services/edl.htm)
3. Office of the Inspector General's List of Excluded Individual Entities
(<http://oig.hhs.gov/fraud/exclusions/listoffexcluded.html>)
4. General Services Administration's Excluded Parties List
(<http://epls.arnet.gov>)
5. State Medicare Opt-Out List
(<http://www.kansasmedicare.com/beneficiary/optout/kansas.htm>)
(<http://www.momedicare.com/provider/optout.asp>)
6. National Sex Offender List
(<http://www.sexualoffenders.com/>)

If an affiliated hospital/institution requires any other checks, it will be the responsibility of each affiliated hospital/institution to order such background checks as needed.


The UMKC Office of Graduate Medical Education agrees that no Medical Resident or Fellow employed by UMKC, with an unsatisfactory finding from any search, will be permitted to participate pursuant to this letter and the applicable Inter-Institution

ORIGINAL

Agreements prior to review of the search findings by the Designated Institution Officer (DIO) or designate, and approval by the DIO to schedule the rotation.

Please sign below to signify your agreement to this criminal background check process. Please keep one copy and return the other to my attention.

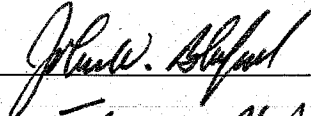
Sincerely,


Ravi Kallur, Ph.D., M.P.A.
Assistant Dean for GME
UMKC School of Medicine

Date: 11/17/04

TRUMAN MEDICAL CENTER

Date: 11/30/04

By: 
Name: John W. Bluford

11/16/04

To: John Bluyed

Pls sign (2)
CS

TRUMAN MEDICAL CENTER REQUEST FOR DOCUMENT REVIEW AND EXECUTION BY EXECUTIVE DIRECTOR

All attachments and exhibits should accompany this request.
If this is an amendment to a contract, attach the main contract.

DOCUMENT, PARTIES Truman Medical Center and UMKC School of Medicine

PURPOSE Background Checks

Initiated by UMKC SOM Drafted by UMKC SOM

If questions, call Mark Steele, M.D. When signed, return to Mark Steele, M.D. by [date] ASAP
(Please allow at least two weeks for review and execution.)

ADMINISTRATORS' APPROVALS:

- All parties can meet their obligations competently and timely:
- We are especially concerned about [e.g., risk, cost, space, confidentiality, unclear obligations, escape clauses]:

• _____ is assigned as contract manager to supervise performance, revenue and costs, timely payments, notice of renewal, etc.

• Other comments: _____

_____ Director	_____ Date	_____ Associate Administrator	_____ Date
_____ Director, Material Management	_____ Date	<u>Wendy Horvath</u> Administrator/CMO	<u>11/23/04</u> Date

FINANCIAL OFFICERS' APPROVALS:

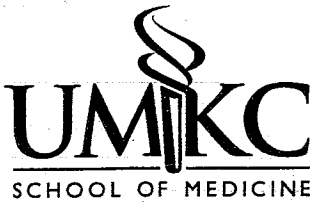
- Total revenue: _____ expenses: _____
- The document meets budgetary and other financial criteria: _____
- The revenues/expenditures are reasonable: _____

_____ Hospital Financial/Budget Officer	_____ Date	_____ Chief Financial Officer	_____ Date
--	---------------	----------------------------------	---------------

COUNSEL'S APPROVALS AS TO LEGAL FORM AND INSURANCE:

<u>[Signature]</u> Counsel	<u>11/24/04</u> Date	_____ General Counsel	_____ Date
-------------------------------	-------------------------	--------------------------	---------------

One fully-executed original should be returned to Office of General Counsel for file.



November 17, 2004

Office of Graduate Medical Education
2411 Holmes Street
Kansas City, Missouri 64108-2792
Phone: 816 235-6626
Fax: 816 235-6629
www.umkc.edu/med
umkcgmeoffice@umkc.edu

Wendell K. Clarkston, M.D.
Associate Dean
Phone: 816 235-1865

Ravi Kallur, Ph.D.
Assistant Dean
Phone: 816 235-1742

Deanna Feldman
Administrative Associate II
Phone: 816 235-6628

Christina M. Rogers
Administrative Associate I
Phone: 816 235-6627

Meg Vanderliet
Administrative Assistant
Phone: 816 235-6626

Affiliated Teaching Hospitals
The Children's Mercy Hospital & Clinics
Saint Luke's Hospital of Kansas City
Truman Medical Centers
Western Missouri Mental Health Center

To Dr. Diana Dark
Mr. Joe Galeazzi
Dr. Stuart Munro
Dr. Mark Steele

From Ravi Kallur 

RE Common Criteria Agreement – Criminal Background Checks for Residents/Fellows employed by UMKC

Please find attached agreement for your signature and return. I will prepare and present to FAC for approval detailed information regarding communication procedures to be followed.

The Financial Advisory Committee agreed that current residents/fellows will go through the background checks once the procedure is in place. Background checks will be completed for new incoming residents/fellows at the time of offer of contract.

Per attached agreement all information gathered through these background checks will be confidential and will kept in the GME office. If a resident/fellow is identified as having been convicted of a crime or has any other unsatisfactory finding in the background check process, the affiliated institution(s) will be notified immediately and will determine whether the resident or fellow will be permitted to be placed at that affiliated institution.

It is also agreed that the background checks will be done at the beginning of the residency and will not be repeated every year. However, if the affiliated institution finds a need to do a background check on a particular resident it will be the responsibility of that institution to do the background check and must follow the procedures that is in place.

Please return one fully signed original agreement to me as soon as possible.

Cc: Dr. Wendell Clarkston, Associate Dean
Dean Drees