

I. POLICY STATEMENT

The University of Florida (UF) College of Medicine (COM) is committed to assuring a safe and secure environment for its faculty, staff, students, patients and visitors. For this reason, the College of Medicine has enacted this policy which provides a process by which all residents and fellows (hereinafter "Housestaff") must report any criminal arrest and/or conviction(s) to the appropriate Program Director, Department Chair, and to the Designated Institutional Official (DIO) and sets forth standards by which any arrest and/or convictions will be evaluated and acted on.

II. REASON FOR POLICY

The University of Florida has a duty to ensure Housestaff do not pose an unreasonable safety risk to employees, patients, and visitors or engages in conduct that would be inconsistent with the employee's assigned job duties or responsibilities and access to university resources or facilities, as set forth in the Code of Ethics for Public Officers and Employees.

III. SCOPE

This policy applies to all Housestaff in training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), or approved by the American Board of Medical Specialties (ABMS), and/or sponsored by the UF College of Medicine.

Pursuant to this policy and the UF Regulation 1.008; Disruptive conduct shall include the violation of the Laws of Florida or of the United States. Any act that could constitute a violation of the laws, either on duty or off duty, of this state or nation will establish cause for legal and/or disciplinary action up to and including dismissal by the University.

This policy shall apply to acts conducted on or off duty and on or off campus.

IV. PROCEDURES

- a) Housestaff must report any criminal arrest or conviction(s) to the Program Director or the Department Chair, as well as to the DIO within 48 hours of the arrest or conviction, or as soon as practical post-incarceration.
- b) The Program Director, Department Chair and/or the DIO will work in conjunction with College of Medicine Human Resources (COM-HR) and UF Human Resources (UFHR) to confirm the process established in this policy is adhered to as well as determine other outcomes as deemed appropriate.

- c) If there is a safety concern regarding staff, patients and/or visitors, the Housestaff will be immediately removed from the clinical setting and placed on paid administrative leave as soon as administrators are informed of an incident and the action can be implemented.
- d) Individuals arrested for any incident involving alcohol or a controlled substance, including Driving Under the Influence (DUI) will be placed on administrative leave and be required to attend a mandatory referral to the Florida Professionals Resource Network (PRN)
- e) Resumption of patient care and residency program activities may be contingent upon mandatory attendance with, and clearance by, interaction with the UF Employee Assistance Program (EAP) or Florida Professionals Resource Network (PRN), at the discretion of the Program Director.
- f) Any referrals under the above circumstances to EAP or PRN, will require the active participation of the individual to include a release for EAP or PRN to communicate with the DIO or HR representative regarding the active participation in the program as well as a final release before resumption of patient care and residency program activities.
- g) Notwithstanding the foregoing, the University reserves the authority to take disciplinary action, up to and including termination, in accordance with applicable policies and/or regulations.

V. Resources

- a. [UF Employee Assistance Program \(EAP\)](#) – By calling 833-306-0103, employees can receive individual consultation sessions or be referred to community providers or agencies for assistance in dealing with drug and alcohol abuse, or other issues such as anger management, or other ailments that apply to the EAP program. The EAP is free and confidential, and all UF faculty, staff, graduate assistants, non-student OPS employees, house staff/residents, and postdoc associates as well as their household members are eligible to receive services.
- b. [Meridian Behavioral Healthcare, Inc.](#), (352) 374-5600
- c. [UF GatorWell Health Promotion Services](#), (352) 273-4450
- d. [Florida Professionals Resource Network \(PRN\)](#), (800) 888-8776

Failure to comply with this policy may result in an employment action, up to and including dismissal.

Approved by GMEC, 02/09/2023
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