

# Baystate Medical Center

## Policies and Procedures: Graduate Medical Education

Individuals Reviewing Policy

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Policy: **BH-AA-GME-3.04**

SUBJECT: **MEDICAL LICENSE AND REGISTRATIONS**

### I. POLICY

All BMC residents with any clinical duties shall have a current, valid, and unrestricted Massachusetts medical license and appropriate federal and state registrations.

### II. PURPOSE

To comply with the Commonwealth of Massachusetts laws governing the practice of medicine and to ensure that all residents have a current and valid Massachusetts medical license and required registrations from the United States DEA and the Massachusetts Department of Public Health.

### III. SCOPE

All BMC residents and GME programs.

### IV. PROCEDURE

All BMC residents with any clinical duties shall have a current, valid, and unrestricted Massachusetts medical license and registrations from the United States DEA and the Massachusetts Department of Public Health. The BORM of the Commonwealth of Massachusetts offers two types of medical licenses: Limited and Full. The Office of Education is responsible for ensuring that all BMC residents and also residents from other institutions who are completing rotations at BMC are properly licensed and registered at all times.

#### Limited License

A limited license enables an individual enrolled in a GME program in a teaching hospital to practice medicine that is part of medical training. The BORM 1) issues a limited license to an individual who has received an appointment as a resident in a training program approved by the BORM, and 2) authorizes a physician to practice medicine only in the training program or at the healthcare facility designated on the limited license or at the facility's approved affiliates. A limited licensee may practice medicine only under the supervision of a full licensee. A limited license must be renewed annually or as specified by the BORM. A resident with a limited license is covered by the BMC controlled substance registrations with the United States DEA and the Massachusetts Department of Health.

If a license application has been submitted to the BORM but has not been approved for desired start date, residents may be assigned at the discretion of the DIO to non-clinical duties until the license is approved if this is compatible with the educational curriculum of the program and it will not extend the duration of training at BMC. The Program may not assign clinical duties until the license and registrations have been approved.

The following steps apply to obtain a limited license:

- The Office of Education is responsible for informing each program of any changes to the license application and/or process following the annual meeting with the BORM.
- Limited license fees are paid by the Division of Academic Affairs.
- Each program is responsible for distributing applications to residents for completion. The program is responsible for a preliminary review of the application prior to submission to the Office of Education. To ensure timely licensing of residents, completed applications must be received by the Office of Education at least 10 weeks prior to the resident's anticipated start date or license renewal date.
- Completed applications are reviewed by the Office of Education, signed by the GME Registrar or designee, and submitted to the BORM.
- Upon BORM approval, the Office of Education retains the original copy of the license certificate and places a copy in New Innovations.
- The Office of Education shall provide a registration number for each resident with a limited license.

### Full License

Residents who are eligible under BORM regulations may obtain a full license from the BORM. Full license applications must be completed and paid for in full by the resident. Copies of completed full license applications must be provided to the Office of Education. Residents with a full license from the BORM must obtain individual registrations with the United States DEA and the Massachusetts Department of Health. The resident is responsible for providing a copy of the full license and federal and state registration certificates to the Education Coordinator and to the Office of Education, which places a copy in New Innovations.

Once a resident has been issued a full license by the BORM, the resident may not revert to a limited license. It is the responsibility of the resident, as a condition of employment at BMC, to keep their full license and federal and state registrations current at all times. Any resident with a full license from any state must notify the Office of Education in writing immediately of any notice to take action, or intent to take action, related to their medical license or federal or state registrations.

### **References**

BH-AA-GME-5.05 Signature Policy

**Approved by the Graduate Medical Education Committee**  
**Effective Date: 10/21/1981**

**Revision Dates:**

10/02/2009	09/01/1998					
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