



PHYSICIAN CANDIDATE LIABILITY QUESTIONNAIRE

Purpose and Use

Emory seeks to determine very early in the recruitment process whether candidates have problems that could pose a barrier to state licensure, hospital credentialing, or acceptance by our payers. To aid in this process, we ask candidates to respond to a brief questionnaire. Following a review of the responses, Emory may seek further information from the candidate. Please note that this screening tool does not replace requirements for a candidate to complete the Emory credentialing processes, employment application process, and other standard pre-employment processes.

Every candidate for appointment to the faculty of the Emory University School of Medicine who will be expected to provide clinical care within Emory or an affiliated clinical institution is required to complete the Physician Candidate Liability Questionnaire in accordance with the guidelines set forth below.

Management of the Questionnaire resides with the Department Administrator and/or Human Resources representative. The Questionnaire is to be completed by the candidate and reviewed by Department/Section leadership before serious consideration of hire. Questionnaires with answers in non-shaded areas should immediately be forwarded to Dorothy Cook-Walter, Director of Medical Staff Services. Do not wait until all completed documents are assembled. A copy of the completed Questionnaire must also be included with the Faculty Proposal Form and related materials in the package submitted to the Office of the Dean in conjunction with a proposed recruitment.

Searches undertaken through the use of search firms will adhere to these guidelines as well.

In the event that the candidate has less than three years of residency training in the United States, lacks board certification five years beyond the completion of residency training, is not legally eligible to work in the United States, or provides a potentially problematic response to any of the other questions, the Department Administrator or designee will gather additional information from the candidate and other sources as appropriate. In the event the Chair and Administrator believe that the issue has been satisfactorily resolved, the preliminary packet, including all such information obtained, may be submitted for approval of the proposed faculty appointment.

If responses to the Questionnaire raise concerns about clinical performance, a conclusive determination of whether the faculty appointment may proceed will be made by the appropriate clinical officer in consultation with the Executive Associate Dean for Administration & Faculty Affairs. The appropriate clinical officer depends on where the applicant will practice:

- Exclusively at Emory-Children's Center: President of Emory-Children's Center
- Exclusively at Grady: Executive Associate Dean for Clinical Affairs – Grady

- All others: Executive Associate Dean for Clinical Affairs - TEC

In cases where the concerns do not relate to clinical performance, a conclusive determination of whether the faculty appointment may proceed will be made by the Executive Associate Dean for Administration & Faculty Affairs in consultation with the appropriate clinical officer.

October 13, 2009