



Credentialing Policy

Policy #

4-109

Category:	4-Professionalism and Integrity
Curriculum Phase:	All Phases
Author/Authoring Body:	Curricular Affairs
Responsible Unit:	Curricular Affairs
Policy Contact:	Assistant Dean, Clinical Competency
Next Review Year:	2027

Summary

This policy outlines expectations for students in completing their credentialing paperwork as required by clinical sites affiliated with the University of Arizona College of Medicine – Tucson (UA COM-T).

Applicability & Scope

This policy applies to all students in the medical education program leading to the MD degree, effective with the 4-year MD program's Class of 2027, and the PCAMP track's Class of 2027.

Definitions

None

Policy Statement

I. Credentialing Requirements for Medical Students

A. Mandated Credentialing Requirements

- 1) Medical Students are required to complete all mandated credentialing requirements as specified by each of the UA COM-T's clinical affiliates, including Banner.
- 2) It is important for students to understand completing credentialing requirements will be a recurring responsibility throughout their medical careers. Failure to complete all credentialing requirements by the stated deadline is considered a lapse in professionalism.

B. Credentialing Process and Site-Specific Requirements

- 1) Banner credentialing is completed through My Clinical Exchange.
- 2) Each clinical affiliate, including rural and community sites, will have credentialing paperwork and other credentialing requirements specific to their site. While not an exhaustive list, credentialing requirements include site-specific paperwork and training, immunizations, drug tests, and fingerprinting.

- 3) The UA COM-T course coordinator and/or coordinator(s) from clinical affiliates will work with students to ensure all appropriate documentation is completed and submitted prior to any on-site experiences.
- 4) The UA COM-T course coordinator will contact the student via email prior to the start of the course with instructions and deadlines for completing the credentialing process.

C. Importance of Timely Completion of Credentialing

- 1) Completing all credentialing requirements by the due date stated in correspondence from the UA COM-T course coordinator and/or clinical affiliates is essential to being able to start clinical rotations on time.
- 2) Students are expected to promptly complete all credentialing requirements and respond to all emails related to credentialing requirements.
- 3) If a student fails to complete all credentialing requirements by the stated deadline, the highest grade the student can earn for the rotation is a “Pass.”

D. Consequences for Non-Compliance

- 1) At the discretion of the UA COM-T course director, a student may also be dropped from a rotation for failure to complete their credentialing paperwork before the start of the rotation.
 - a) If a student is dropped from a course for failure to complete all their credentialing requirements, the highest grade they can earn when being rescheduled for that course is a Pass.

Procedures

I. Documentation of Non-Compliance

- A. UA COM-T course directors and coordinators will document any students who fail to complete their credentialing requirements by the stated deadline.
- B. The student’s summative evaluation will note that the highest grade the student could earn for the rotation was a “Pass” for failure to complete all their credentialing requirements by the stated deadline.

Related Information

None

Revision History

2025/02/12: The Tucson Educational Policy Committee approved the policy.