

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**  
**Paul L. Foster School of Medicine**  
**GRADUATE MEDICAL EDUCATION**  
**Standard Policy and/or Procedure**

**TITLE:** Texas Medical Board Physician-In-Training (PIT) Verifications

**APPROVED:** 3-21-2016

**REVISED:**

**EFFECTIVE DATE:** 3-21-2016

**PURPOSE:** To establish a policy that outlines the process and documentation developed for resident/fellow verification of active Texas Medical Board (TMB) Permit or Licensure status.

**POLICY/PROCEDURE STATEMENT:** The following process serves as means for verification of permit or licensure status via electronic search and review from the original source.

1. The GME office will verify currently active permits/licenses on a quarterly basis by accessing the TMB webpage and performing individual searches for all active residents/fellows.
2. Every residents'/fellows' verification will be logged on a spreadsheet and kept in an electronic file.
3. If there are no issues found, no further action will be taken.
4. If an issue is discovered, the GME office will contact the Program Director to review the issue and to work on an action plan.
5. Verification results will be reported at the GMEC meeting following completion of verification.