

**CENTRAL IOWA HEALTH SYSTEM
GRADUATE MEDICAL EDUCATION COMMITTEE**

POLICY ON ACCESS TO RESIDENT DIRECTORY INFORMATION

I. Purpose

This policy establishes guidelines regarding access and procedures to restrict access to resident directory information. The policy is also designed to be in compliance with the Solomon Amendment which governs the rights of the military services to obtain resident recruiting information.

II. Responsibility

The Medical Education Services office and each individual residency program are charged with the responsibility of reviewing and approving the publication and distribution of resident directory information.

II. Procedures

A. Resident Directory Information. The personal resident information listed below has been designated as "Resident Directory Information" that **may** be disclosed to the public through residency program websites or residency program promotional materials. The CIHS resident picture page is not released to the public and is designated an internal document to be used by nursing, physician and other clinical staff to identify employed residents.

- Name of resident
- Name of training program
- Photograph
- Residency program office telephone number
- Resident's hospital email address
- Resident's undergraduate degree, name of institution and year of graduation
- Resident's medical school degree, name of institution, and year of graduation
- Resident's post graduate year of training and year training will be completed
- Resident's anticipated future residency or fellowship training
- Resident's marital status
- Resident's hobbies and recreational pursuits

B. Disclosure Restriction. Residents have the right to restrict disclosure of the directory information listed above. Residents must file a written request to restrict such information with the Medical Education Services office. To avoid having some of this information included on some directories or publications, the written request must be received on or before the tenth day of the start of the current academic year.

C. Military Recruiters and the Solomon Amendment. CIHS supports and complies with the Solomon Amendment. Requests for resident recruiting information from military recruiters are made with the Medical Education Services office. Resident recruiting information will not be supplied on behalf of residents who have formally requested

CIHS to withhold directory information from third parties; CIHS will withhold this information from military recruiters as well. The directory information file will contain all resident data for the current academic year in which the request is made.

The file will contain the following information:

- Name of resident
- Name of training program
- Photograph
- Residency program office telephone number
- Resident's hospital email address
- Resident's undergraduate degree, name of institution and year of graduation
- Resident's medical school degree, name of institution, and year of graduation
- Resident's post graduate year of training and year training will be completed
- Resident's anticipated future residency or fellowship training
- Resident's marital status
- Resident's hobbies and recreational pursuits

Reviewed and Approved by the Graduate Medical Education Committee: April 12, 2016;
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