GME Clearance Card Checklist

To be provided by resident and/or institution:

- Copy of complete academic year rotation schedule (Must include: Institution Name, resident/fellow first and last name, PGY level, name of rotation being completed and location of rotation)
- Copy of application to the program (ERAS or other. Military residents-PCS orders.)
- Copy of CV complete with listing of participation in current residency/fellowship program
- Copy of Resident Agreement/Resident Contract
- Copy of Virginia Medical Training License
- Copy of ECFMG (if applicable)
- Copy of NPI Number Verification

To be completed by resident: All documents can be found at GME website

https://www.inova.org/education/gme/resident-requirements

- GME Clearance Card Form
- Confidentiality and Non-Disclosure Agreement for Physicians
- ORP Provider Application/Registration confirmation (if not previously submitted):
- PMP Registration confirmation via PMP Data Center (if not previously submitted):
  
  Instructions on Completing PMP Registration
- Influenza Vaccine Verification (Rotators on site between October 1 – March 31)
- VCU Mistreatment Policy Quiz
- EPCS Identity Proof Verification (To Be Completed in GME Office)
- Copy of Non-Expired Government Issued ID (To Be Obtained in GME Office)

Required modules are assigned by GME Department after resident paperwork is received and processed. To be verified by GME office

- Epic Training Verification (GME office to confirm completion of on-line training modules)
- Annual Education for Acute Care Clinical Staff via HealthStream
- Equal Access: Language and Disability Services via HealthStream

Effective January 1, 2020