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 <u>confirmation</u> (if not previously submitted):
- ❑ PMP Registration <u>confirmation</u> via PMP Data Center (if not previously submitted):
  Instructions on Completing PMP Registration
- ❑ Influenza Vaccine Verification (Rotators on site between September 1 – March 31)
- ❑ VCU Mistreatment Policy Quiz

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 August 21, 2020

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