

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 legal 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 and training dates
- Copy of Fully Executed Resident Agreement/Resident Contract (Must be signed by all required parties)
- 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 (*To be completed each academic year*)
- 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**)
- COVID-19 Vaccine Questionnaire
- EPCS Identity Proof Verification Form (if not previously submitted) (Verification completed in GME Office)
- Copy of Non-Expired Government Issued ID (Verification completed 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

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