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**Resident/Fellow Clearance (all campuses)**

**Effective February 2020**

1. Block schedule for the year
2. Letter of Physician Supervision
3. Verification of Good Standing
4. Certificate of Liability Coverage
	1. One certificate with a roster attached
5. Roster of resident/fellows (must be professional pictures)
	1. Form –needs to be a word document (not pdf)
6. Clinical Clearance form –– influenza vaccine update provided by Nov 1.
	1. The form may have multiple students from a single rotation if provided by the coordinator prior to the start of the academic year
	2. TB skin test on entrance to medical school – if negative only annual TB questionnaire is require. If positive additional testing will be required.
7. Statement of Responsibility/Confidentiality: signed and dated by resident/fellow
	1. Must be hand written signatures (signature nor date may be typed)
	2. Initials are not acceptable.
8. HIPAA Compliance
	1. Residents/fellows must review our HIPAA video and sign the attestation
9. Orientation Form
10. Copy of a current BLS/ACLS card
	1. We need to receive a copy of the active BLS or ACLS card, not just attestation.
11. Occupational Health screen
	1. TT may receive at TT – signed form required
	2. All others will need to attend the clearance event
12. Copy of Texas training or full license
13. Copy of the Social Security card
14. Copy of medical school diploma
15. Copy of ECFMG certificate (if applicable)
16. Current resume
17. Copy of current year contract - signed

**EMR Access ONLY**

1. Resident/fellow must be sponsored in the physician portal
2. Local IT Systems Access Form (2 pages) completed and signed by resident/fellow
3. EMR training - EMR training once
	1. If the student is a no show we will not reschedule until the following month
	2. Second no show will result in no EMR training to be scheduled