

Off-Cycle Resident Orientation Form
MUSC Office of Graduate Medical Education
843-792-2575

Note: It is the Program Coordinator's, or program designee's, responsibility to ensure the off-cycle requirements are completed for his/her resident.

- Step I: Resident Agreement** – A signed Appointment Letter is required from the department including the resident's first, middle and last name, credentials, PG level and dates of appointment. This letter is to be sent to Rob Chisholm (GME Office). If a resident is transferring programs, a Transfer Letter (ACGME residents only) should be provided from the resident's former Program Director (PD) to Rob Chisholm. The letter must be from the former PD addressed to the new PD, give permission for the resident to transfer to MUSC, state that the resident is in good standing, and list previous educational experiences and a summative competency-based performance evaluation of the transferring resident.
- Step II: New Hire/Page Up** – For both ACGME and non-ACGME residents, contact your department's assigned CoE-HR representative at least 6 weeks prior to the start date. For GME funded residents, contact Beth Adams for funding information.
- EHS/HR Orientation** – After the resident accepts the Page Up offer and completes the necessary HR paperwork, HR will contact the Hiring Manager and the Resident with the scheduled EHS appointment and HR Orientation date. ***The EHS clearance MUST be received prior to the start date, no exceptions.***
- Step III: Orientation Sessions** - The resident must view the available archived presentations on the GME website. (The resident's NetID and password are required to access all archived presentations.) The resident will then need to meet with the DIO and review the information.
- Face-to-Face Orientation Session** - The resident must contact the presenter and schedule time to meet and discuss the topic. The resident will be expected to view the online presentation on the GME website prior to the face-to-face meeting.
- MyQuest GME Orientation Lessons** – After the resident has been processed through HR, contact Angela Ybarra to assign the MyQuest GME New Resident Orientation lessons.
- Step IV: Off-Cycle Form** – Return this completed form to Rob Chisholm.

Note: Residents cannot begin rotations (no patient interaction, patient care, review of medical records, etc.) until all of these requirements have been completed, reviewed and approved by Rob Chisholm (GME Office). The Program Coordinator will have a period of two weeks from the date of the contract to work with the resident to complete all of the requirements.

Off-Cycle Resident's Name: _____

Department: _____ Department Contact: _____

GME Orientation Sessions (Dr. Ben Clyburn/GME Office)

Cultural Awareness and Diversity	Professional Liability/Medical Malpractice
GME Resident Licensing	Professionalism
HIPAA/Compliance	Quality and Patient Safety
Infection Prevention and Control	Residents as Teachers
Information Security	Sexual Harassment
Introduction to Hospital Risk Management	Sleepiness, Fatigue, Clinical Experience and Education
Pharmacy Services	South Carolina Medical License Information
Physician Wellness	University HR Benefits Overview
GME Resident Benefits	Working with Hospital Administration

Face-to-Face Orientation Sessions:

Sexual Harassment/Clery Act/Title IX (Dr. Willette Burnham) _____

MyQuest GME Orientation Lessons (Located at <http://myquest.musc.edu/> The resident must use a NetID login and password to access the system.)

GME New Resident Orientation MyQuest Lessons (Angela Ybarra/GME Office) _____

Approvals:

Employee Health Services (EHS Nurse) _____

HR/Employment (Jen Ullum or designee) _____

HR/Benefits (Dee Crawford or Patrice Gordon) _____

E*Value Profile Creation/Computer Information (Hung Vo/GME Office) _____

SC Medical Licensure (Rob Chisholm/GME Office) _____
(Please see Rob Chisholm regarding DHEC and DEA, if applicable.)

Appointment Letter and Transfer Letter, if applicable (Rob Chisholm) _____

Note: If your resident will be rotating at the VA Hospital, please contact Candice Swanson at (843) 789-7642.

"I attest I have viewed all of the required GME Orientation sessions available on the GME website."

Resident Signature/Date

"I attest I have met with this off-cycle resident and reviewed the GME Orientation session requirements with him/her."

ACGME DIO for GME/Date

FOR GME OFFICE USE ONLY:

Approved by the GME Office: _____

Date contract generated: _____