

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). In addition, a Transfer Letter (ACGME residents only) should be provided from the resident's former Program Director (PD) to Rob Chisholm (if applicable). 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/PEAR Form** – The program is responsible for contacting the appropriate CoE-HR representative to complete the new hire packet for all Non-ACGME and all off-cycle residents. If the resident is ACGME or paid by the GME Office, contact Beth Jones for the UDAK information.
- EHS/HR Orientation** – After CoE-HR sends the completed paperwork to HR, HR will contact the Program Coordinator and the Resident with the scheduled EHS appointment and HR Orientation date.
- 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 Sessions** - The resident must contact each presenter and schedule time to meet and discuss the topic. The resident will be expected to view each presentation on the GME website prior to each meeting.
- MyQuest GME Orientation Lessons** – After the resident has been processed through HR, contact Angela Ybarra to assign the MyQuest GME Orientation Lessons.
- Step IV:** **Off-Cycle Form** – Return this completed form to Rob Chisholm.

Note: Residents cannot begin his/her rotation (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:** _____

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

Cultural Awareness and Diversity
GME Resident Licensing
HIPAA/Compliance
Infection Prevention and Control
Information Security
Introduction to Hospital Risk Management
Pharmacy Services
Physician Wellness
GME Resident Benefits

Professional Liability/Medical Malpractice
Professionalism
Quality and Patient Safety
Residents as Teachers
Sexual Harassment
Sleepiness, Fatigue, Clinical Experience and Education
South Carolina Medical License Information
University HR Benefits Overview
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.)

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

Approvals:

Employee Health Services (Erica Hutzler or designee) _____

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 Candace Swanson at (843) 789-7642.

"I hereby attest I have viewed all of the required GME Orientation Sessions presentations available on the GME website."

Resident Signature/Date

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

ACGME DIO for GME/Date

FOR GME OFFICE USE ONLY:

Approved by the GME Office: _____

Date contract generated: _____