

Off-Cycle Resident Verification Form

Note: It is the Program Coordinator or designee’s responsibility to ensure the off-cycle requirements are completed prior to the resident’s off-cycle start date.

- Step I:** **Release Letter and/or Department Appointment Letter and Resident Agreement** – If a resident is leaving his/her program prior to the end of the year, please provide a Release Letter from the resident’s former Program Director (PD) and forward to Beth Jones in the GME Office. The letter must be from the former PD addressed to the new PD and give permission for the resident to transfer to MUSC. In addition, an Appointment Letter is required from the MUSC department which includes the resident’s first, middle and last name, credentials, PG level and dates of appointment. This letter, too, is to be sent to Beth Jones. At that point, the Resident Agreement will be generated. **Note: Resident Agreements will be considered null and void until all off-cycle resident requirements have been met and reviewed/approved by the GME Office.**
- Step II:** **Orientation Session** - Off-cycle residents are required to complete the Orientation session before beginning residency at MUSC. Many of the session presentation slides are on the GME website (www.musc.edu/gme) under “New Resident Orientation Information.” All slides should be reviewed prior to meeting with the presenters. Presenters must sign and date this form confirming the session has been completed. **Note: Sexual Harassment, Compliance and HIPAA sessions are required face-to-face, “live” forums. Infection Control, Radiology Compliance and Radiation Safety are available via CATTs under the “New Resident Orientation” module – Ryan Woodruff or Angela Ybarra can verify whether or not your off-cycle resident has completed this module.**
- Step III:** **PEAR Form** – Departments are responsible for initiating the PEAR form. It needs to be sent it to “RDW” within the UMS system. Once received, reviewed and approved by Ryan Woodruff, the PEAR will be processed and forwarded to Human Resource Management.
- Step IV:** **Off-Cycle Form** – Return this completed form to Beth Jones in the GME Office.

Resident Name: _____

Department: _____ Department Contact: _____

Orientation Sessions:

- ACGME Core Competencies (Dr. Harry Clarke) _____
- CCIT Training (Krista Moloney or designee) _____
- Health Information/Medical Records (Cheryl Erickson) _____
- MUHA Pharmacy Services (Dr. Kelly Garrison or designee) _____
- Quality and Safety (Dr. Patrick Cawley) _____
- Release Letter and/or Department Appointment Letter (Beth Jones) _____

Off-Cycle Resident Verification Form, continued

Orientation Sessions (continued):

Risk Management (Sharon Dunning or designee) _____

Sleepiness and Fatigue (Dr. Ben Clyburn) _____

Face-to-Face Orientation Sessions:

Medicare Overview/HIPAA/Compliance (Reece Smith) _____

(Signed Code of Conduct Form – <http://www.musc.edu/medcenter/formsToolbox/source/CodeofConduct.pdf>)

Sexual Harassment (Dr. Daniel Smith) _____

CATTS Sessions (*Located Under “New Resident Orientation”):

Infection Control* (GME review/approval) _____

Radiation Safety* (GME review/approval) _____

Radiology Compliance* (GME review/approval) _____

OSHA Online Training – Complete training at <http://www.carc.musc.edu/training/modules/osha> and print the verification sheet which states the resident’s name. Provide a copy of the sheet to GME _____

Approvals:

Employee Health Services (Joye Veitch, RN) _____

HRM/Employment (Sherie Zolner or designee) _____

SC Medical License (Beth Jones/GME Office) _____

(Please see Ms. Jones regarding DHEC and DEA, if applicable.)

FOR GME OFFICE USE ONLY:

Date Received: _____

Approved by the GME Office: _____

Date contract generated: _____