

## Things you need for your away elective after the GMEC approval

It is GME Trainee’s responsibility to comply with their away rotation institution’s requirements. The table below provides a list of resources and contact information when GME Trainees are requested to provide documentation for their away rotations.

Documentation	Resources/Contact
<b>Background Check</b>	You submitted for a background check when you began employment here at UVA. While UVA’s HR cannot send a copy of that report to another institution, the GME Office can provide a letter indicating that such a check was both performed and completed by you. If the away institution is not willing to accept, you might have to resubmit through them for a fresh check at your own expense.
<b>Certificate of Malpractice Insurance</b>	GME Trainees can request own verification online, <a href="#">on the GME webpage</a> , under Forms, malpractice verification. It will get sent to the trainee or to the away rotation institution whichever the trainee indicates on the form. If the level of malpractice coverage you have here is not sufficient for the away rotation it is your responsibility to obtain additional coverage.
<b>Medical License</b>	While you should already have the original copy of your medical license (these are given to your program by the GME Office when they are obtained each year), you can also obtain a copy online through the Board of Medicine: <a href="https://dhp.virginiainteractive.org/Lookup/Index">https://dhp.virginiainteractive.org/Lookup/Index</a>
<b>DEA License</b>	You are on a shared DEA license while working as a Trainee here. GME Office can send you a copy of this license if needed by another institution.
<b>Immunization or Drug Screening Records</b>	All GME Trainees’ health screening and maintenance information including immunization and drug screening records are stored with Employee Health. Please call them to obtain copies 924-2013.
<b>Proof of HIPAA completion</b>	GME Trainee can print out his/her own Net Learning transcript which shows the trainee has completed two modules that are relevant: “Corporate Compliance” and “Privacy and Security.” These were completed as part of your initial onboarding.
<b>Program Letter of Agreement (PLA)</b>	PLA is not required by the UVA Medical Center for elective rotations. Check with your hosting institution if they require an agreement for your elective rotation and if they have their own PLA template. Once received it will be reviewed by the UVA Medical Center Contract Management Office and the GME office for compliance with the federal/state regulations and the accreditation requirements. The hosting institution may use the UVA Medical Center PLA template which is available on <a href="#">the GME webpage</a> , under Forms, away rotation. Note that it may take up to 8 to 12 weeks to fully execute a training agreement.
<b>Program Letter or Permission for Away Rotation</b>	GME Trainee’s program director may provide a verification letter indicating that the trainee is in good standing.
<b>Proof of Trainee Privilege or Signed Privilege Matrix</b>	UVA GME Trainees do not have privileges since they function under supervision at all times. If the away rotation site wants to know the trainee’s competency levels trainees or his/her program director may provide competency evaluation reports.