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
Background Check	You submitted 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 a letter from UVA, you might have to resubmit a fresh check through your away rotation institution at your own expense.
Certificate of Malpractice Insurance	GME Trainees can request own verification online, on the GME webpage, 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.
Medical License	You can also obtain a copy of your license online through the Board of Medicine: https://dhp.virginiainteractive.org/Lookup/Index
DEA License	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.
Immunization or Drug Screening Records	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.
Proof of HIPAA completion	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.
Program Letter of Agreement	Check with the hosting institution 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 the GME webpage, under Forms, away rotation.
Program Letter or Permission for Away Rotation	GME Trainee's program director may provide a verification letter indicating that the trainee is in good standing.
Proof of Trainee Privilege or Signed Privilege Matrix	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.