

Things you need for your away elective after the GMEC approval

It is the 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	GME Trainees would have completed a background check with HireRight when they were onboarded. Trainees may request a copy of the results from them directly by calling 800-771-7703.
Certificate of Malpractice Insurance	GME Trainees can request their own verification online, on the GME webpage, under Forms, malpractice verification. The form will be 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	GME Trainees can also obtain a copy of their license online through the Board of Medicine: https://dhp.virginiainteractive.org/Lookup/Index
DEA License	GME Trainees are on a shared DEA license while working at the UVA Medical Center. GME Office can send you a copy of this license if another institution needs it.
Immunization or Drug Screening Records	All GME Trainees' health screening and maintenance information, including immunization and drug screening records, are stored with <i>Employee Health</i> . Please call them to obtain copies 924-2013.
Proof of HIPAA completion	GME Trainees can print out their own Net Learning transcript, which shows that they have completed two relevant modules: "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 to ensure compliance with federal/state regulations and 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 always function under supervision. If the away rotation site wants to know the trainees' competency levels, trainees or their program director may provide competency evaluation reports.