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
- 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:**

- HIPAA/Compliance (Wally Pregnall)
- Risk Management (Sheila Scarbrough)
- Sexual Harassment (Drs. Daniel Smith or Connie Best)

**MyQuest GME Orientation Lessons** (Located at [http://myquest.musc.edu/](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 (Cheryl Brian 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: __________________________