NON-VCUHS Educational Rotation Process**
Graduate Medical Education Administration
Resources Webpage:  http://www.medschool.vcu.edu/gme/nonvcuhs/index.html

1. Resident/Fellow contacts the appropriate VCUHS Program Director/Program Coordinator indicating interest in completing an educational rotation.
2. Program Coordinator directs the rotator to the GME Visiting Residents & Fellows webpage for instructions and forms.
3. Rotator completes the Non-VCUHS Housestaff Educational Rotation Form and returns it to the VCUHS Program Coordinator, with all required paperwork noted below for Program Director’s approval, 60 days prior to start of rotation.
4. Rotators to VCUHS are required to have a current Virginia Board of Medicine license. The application may be downloaded from their website at:  http://www.dhp.virginia.gov/Medicine/medicine_forms.htm#Internship  (instructions and application for a Virginia Internship/Residency license). Rotator submits the application directly to the VA Board of Medicine. Form A will be provided to the Board by the VCUHS Program Director’s Office (i.e. if you area resident of the District of Columbia, your current institution Program Director can complete the Form A and submit to the VA Board of Medicine).  **Note:** If you are an International Medical Graduate, you will need to provide a notarized copy of your ECFMG Certificate and of your Medical School Diploma with your Virginia License Application.
5. Once approved by Program Director, Program Coordinator enters all required information in New Innovations (i.e., see GME website for required data).
6. Program Coordinator sends copies of all rotation paperwork to Arika Taylor in the GME Office for the DIO/GME approval. (60 days in advance of rotation).
7. GME Office sends letter to rotator (copies to appropriate personnel) approving the rotation via e-mail.
8. GME Office submits paperwork for VCUHS identification, scrubs, security access, doctor #, window’s login, FSClinical Access, CERNER login (The Learning Exchange) etc., within appropriate timeframe and enters this information in New Innovations (as requested by the VCUHS Program Coordinator for this particular rotation).
9. Program Coordinator arranges and communicates with rotator regarding where to come on first day of rotation, parking, housing, acquiring VCUHS ID Badge, Cerner Online Training, anything pertinent to begin a successful rotation at VCUHS [i.e., instructs rotator to bring own white coat].
10. **Upon arrival and after receiving VCU ID Card from VCU Card Office,** the rotator must report to the GME Office to provide the following: copies of the VCUHS ID badge (front and back), and certificate of passing CERNER on-line training.
11. **At the end of the rotation,** the rotator and program coordinator complete the Non-VCUHS Housestaff Educational Rotation Exit Form, located on the Visiting Residents & Fellows webpage.
12. The Program Coordinator sends the completed Exit Form and a copy of evaluation to the Arika Taylor in the GME Office.
13. Please bring your own lab/white coat as VCUHS does not supply.

** If rotator is currently a Resident at another institution and is doing a “try-out” rotation for a possible fellowship position, the VCUHS Department (Residency) Program Director must approve the rotation. If the person is currently a Fellow at another institution, the VCUHS Division (Fellowship) Program Director must approve the rotation.

Before rotation can begin, the rotating resident MUST submit the following to the respective VCUHS Program Coordinator:
1) Completed Non-VCUHS Educational Rotation Form
2) Copy of Letter of Agreement/Good Standing
3) Current Virginia Board of Medicine License
4) Proof of Malpractice Insurance from Home Institution (equal to Virginia minimums)
5) Proof of Worker’s Compensation Insurance from Home Institution
6) Letter of Good Standing from your current Program Director
7) Copy of current driver’s license or current passport (must be viewable)
8) Current CV
9) ECFMG Notarized Certificate, if applicable (in addition to your VA Board of Medicine Application)
10) Copy of Medical School Diploma, if applicable (this is in addition to the one you submit to the VA Board of Medicine for your license) – English translation required.
11) Supplemental Application Form
12) Release of Information Form
13) VCUHS HR Confidentiality Agreement
14) VCUHS HR Orientation Handbook Agreement
15) **Health Forms:** a) Health Screening Questionnaire, b) Proof of Non Active TB, and c) Proof of Current Immunization

*Please place this paperwork in a sealed envelope marked, “EMPLOYEE HEALTH”. This paperwork will be forwarded to the VCUHS Employee Health Department for screening and clearance. Rotator is to follow up with Employee Health to ensure they have submitted all required documentation to work on the floor. Employee Health: 804-828-0585.