

RESIDENT HANDBOOK

SECTION II: CONDITIONS OF EMPLOYMENT

RESIDENT REQUIREMENTS

REQUIREMENTS TO BEGIN OR CONTINUE TRAINING

- I. Accepted appointment or offer letter
- II. Annual blood borne pathogens training and TB skin testing or waiver if previously positive and treated
- III. Valid visa or work authorization for international medical graduates
- IV. Current restricted or unrestricted Nevada medical license
- V. Signed KSOM resident/fellow contract
- VI. Valid social security number
- VII. Completed I-9 form
- VIII. Evidence of successful completion of HIPAA training and examination
- IX. Evidence of successful completion of safety training, sleep module, compliance training, etc.
- X. Completed W-4 form

ADDITIONAL REQUIREMENTS TO BEGIN TRAINING

- I. Valid ECFMG certificate for international medical graduates
- II. Immunization documentation:
 - a. All residents must have had proof of vaccine response to hepatitis B vaccine established through serology.
 - b. Residents must have proof of immunity to measles, mumps and rubella before working.
 - c. Residents must also be immune to varicella, either through a clinical history of chickenpox or history of vaccination (two doses for adults) with serology performed after vaccination. Susceptible residents will need vaccination prior to starting their training.
- III. Mandatory participation in resident/fellow orientation

TRAINING COMMENCEMENT

- I. A resident/fellow may begin the program and receive a stipend check only when all of the above requirements are met.
- II. Training will begin only if valid proof of eligibility is provided and met.
- III. Stipend for orientation (last two weeks of June) will be provided for residents and fellows arriving prior to July 1 who must attend mandatory training by institution, hospital or program.

TERMINATION/EXIT REQUIREMENTS

- I. Program directors must complete a final evaluation for each resident prior to completion of or leaving (resignation or notice of non-reappointment/dismissal) the training program in accordance with ACGME requirements.

- II. The resident must complete the exit survey for GME (annual survey for all residents).
- III. The resident must complete the checkout process provided to him/her before the last check and/or certificate of completion will be issued.

Approved by GMEC April 2017