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