

# REQUIRED DOCUMENTATION

The following documentation must be submitted to the Office of Graduate Medical Education two weeks prior to the start of your scheduled training.

## **Completed GME Application for Training Privileges**

**Curriculum Vitae** (*template provided*)

**Letter of Good Standing from your Dean/ Medical School Representative/Program Director**

**Copy of Medical License** (*if applicable*)

**Copy of ECFMG Certificate** (*if applicable*)

**Florida Hospital Computer Access Agreement Form**

## **Certificate of Malpractice Insurance**

The certificate must list the amounts and state that you are fully covered.

## **Identification Badge**

You must wear your school's photo ID card along with the ID badge provided Florida Hospital at all times. You will not be allowed access without them. Please remember you must be accompanied by your Preceptor at all times.

## **Background Security Check**

Level 1 – (Criminal, Social Security Trace, Violent Sex Offender & Predator Registry)

## **Drug Screening Clearance**

10 Panel Basic Screening. Applicants are required to submit a satisfactory report before arriving for training.

## **HIPAA/OSHA**

Applicants are required to have HIPAA Standards and Universal Precautions for Bodily Fluids (OSHA). This training is also provided as part of the FH Orientation.

## **Health Insurance**

Proof of personal health insurance must be provided before you are allowed to begin your training experience.

## **Health Screening**

TB test and immunization record required for the past year.

## **Respiratory Mask Fit Size**

Proof of mask fitting is acceptable and must be submitted to the Medical Student Coordinator. If you have not been fitted you will be required to report to the Florida Hospital Employee Clinic on your first day as part of your orientation. (Fee \$21.00 Cash Only)

## **Housing Deposit (if applicable)**

Checks or money order is payable to Florida Hospital Graduate Medical Education. Deposit must be received before your arrive to reserve your space. Full amount for the housing fee is due at orientation. We can not accept cash.