



# PARKLAND HEALTH & HOSPITAL SYSTEM

## CHECKLIST FOR ROTATOR RESIDENTS AND/OR FELLOWS

(Rotator = a resident and/or fellow rotating to Parkland from an outside institution other than UT Southwestern Medical Center at Dallas)

Parkland

All forms listed on this checklist **MUST** be downloaded, completed (please type or print clearly) and mailed to Ms. Elsa Barrera, Parkland Graduate Medical Education Office, Parkland Health & Hospital System, 5201 Harry Hines Blvd., Dallas, Texas 75235. If you have any questions, please call Ms. Barrera at (214) 590-8084.

### APPLICATION

- PARKLAND CONTRACT** (E-mailed to you, please print, sign and return along with documentation from this check-list)
- RESIDENCY/FELLOWSHIP TRAINING APPLICATION**
- CRIMINAL BACKGROUND AND DRUG SCREENING ATTESTATION:** Provide an attestation on letterhead from your home institution stating that no adverse actions were found and/or pending prior to the commencement of the clinical rotation at Parkland.

### GRADUATE MEDICAL EDUCATION FORMS

- PUBLIC ACCESS FORM**
- CODE OF CONDUCT** (need to sign the last page called "Personal Commitment and Certification")
- CONFLICT OF INTEREST DISCLOSURE FORM**
- PATIENT CONFIDENTIALITY FORM**
- RECORDS & INFORMATION AUTHORIZATION RELEASE FORM**
- INTER-INSTITUTIONAL INFORMATION SECURITY AGREEMENT (ISA) FORM**
- NATIONAL PROVIDER IDENTIFICATION NUMBER RELEASE/ACKNOWLEDGMENT FORM (NPI)**

### REQUIRED DOCUMENTATION

- MEDICAL SCHOOL DIPLOMA:** Submit **8 1/2" x 11"** copy. If your diploma is in a foreign language, it must be accompanied by an official translation.
- Provide a copy of your driver's license regardless of the State in which it was issued or Official State issued ID.
- Provide a copy of your Social Security Card. **Note:** If you do not have your Social Security card or have lost it, you will need to reapply for a replacement card by contacting the U.S. Social Security Administration Office at [www.socialsecurity.gov](http://www.socialsecurity.gov)
- Provide a copy of current certification as applicable to you, Advanced Cardiac Life Support (ACLS), Advanced Life Support (ALS), Advance Trauma Life Support (ATLS) and/or Pediatric Advanced Life Support (PALS).

### OCCUPATIONAL HEALTH CLEARANCE

- TB Clearance:** (**MUST** provide documentation prior to start date. Results **MUST** be within three months prior to rotations)

### LICENSURE (as applicable, please submit copy)

- Texas Physician in Training Permit (PIT)
- Texas Medical Board License (if you hold a Texas Medical License please provide copies of your DEA and DPS certificates)

### TRAINING MODULES

- NEW HOUSE STAFF ORIENTATION ON-LINE TRAINING** (Must complete **ALL** assigned courses prior to start date)
- Contact the Parkland GME Office to schedule your EPIC Training class which, **MUST** be completed prior to your first day of work.

### INTERNATIONAL GRADUATES

- VISA STATUS:** (if applicable)
  - J-1 "Certificate of Eligibility for Exchange Visitor Status"
  - DS-2019
  - Passport with I-94
  - Permanent Resident Card
  - Conditional Permanent Resident Card along with Form i-551
  - Temporary Permanent Resident card, or EAD along with Form I-688

### PARKLAND HOUSE STAFF GME OFFICE (Check-in on your first day at work or at least two days prior to your start date so that you may obtain the following)

- Parkland Identification Card (ID badge **MUST** be turned in upon completion of your rotation at Parkland)
- Parking Card (There is a \$10.00 deposit for parking card, which is refundable upon returning the card. There is a \$25.00 monthly fee for each month while on rotation)
- Computer login and passwords