

Onboarding Checklist

Required Onboarding Documents

Rotators

- INTEGRIS Information Access Form
- Confidentiality Agreement
- Sharps & Splash Attestation

International Medical Graduate (IMG) Observers (currently paused)

- Confidentiality Agreement
 - Responsible Physician Acknowledgment Form (signed by supervising physician)
 - International Observer Approval Form
 - Medical Diploma OR Enrollment Verification (*check one*)
 - ECFMG Certificate (*if applicable*)
 - Curriculum Vitae (CV)
 - Passport
 - Visa (if applicable)
 - Signed IMG Approval Form
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Required Immunization & Vaccination Documentation

(Records must include first & last name and a secondary identifier such as DOB, MRN, or address. Upload only; attestation no longer accepted. Verification by GME office.)

Standard Requirements (All Rotators & Observers)

- MMR – 2 doses or positive titers for Measles, Mumps, Rubella
- Varicella – 2 doses or positive titer
- Influenza – **required if rotating or observing December 1 through March 31 (current season only)**
- COVID-19 – documentation requested (not required)

TB Testing

- Medical Students, Residents, Fellows: Upload most recent TB test (skin, TSpot, or Quantiferon) compliant with school/employer requirements
- Observers: Upload either:
 - Two negative PPD (skin tests) within past 2 years, or
 - One negative TSpot or Quantiferon within past 12 months
 - If previously positive: prior result and chest x-ray or symptom survey within 90 days of start date

New Requirements

- Tdap (Mandatory for specific areas): Emergency Department, Respiratory Care, OB/GYN, Newborn Nursery, NICU, PICU, Labor & Delivery
 - Hepatitis B: Upload if received; declination allowed
 - Hepatitis A (Mandatory for specific areas): Pediatrics, PICU
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Accepted Documentation Formats

- Official lab results
- Department of Health records
- AAMC forms signed by a licensed provider
- School immunization records
- Signed declination forms (where applicable)
- Written physician approval for exemptions (medical, immunosuppressive therapy, pregnancy, other contraindications)