

RESIDENT HANDBOOK Policies and Procedures
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II. D. RESIDENT REQUIREMENTS

D.1. Introduction

Residents who fail to obtain the below requirements will be unable to start training as agreed upon in the GME Agreement. Until all requirements are met, they are unable to participate in the training program and will receive no credit until such time that requirements are met and their contract is amended to reflect the adjusted training dates. They cannot be in any patient care areas, or have any patient contact, however (if approved by the GME office) may attend didactic lectures and orientation activities if no patients are present.

D.2. Requirements to begin initial training

1. Accepted letter of offer by signing and returning to program
2. Initial onboarding requirements, including but not limited to:
 - Completion of all assigned Healthstream modules
 - Employee Health clearance including post-offer drug screening
 - Background check
 - Others as assigned
3. Valid visa and/or work authorization
4. Current valid temporary or permanent Illinois medical license
5. Fully executed Graduate Medical Education Agreement
6. Valid social security number or receipt showing number applied for
7. Completed I-9, employment eligibility verification form
8. Completion of Annual Disclosure
9. Compliance with Loyola Medicine Employment requirements (OIG, EPLS)

D.3. Additional requirements to begin training

1. Valid ECFMG Certificate for international medical graduates
2. All trainees must attend Loyola University Medical Center (LUMC) sponsored orientation as assigned
3. All trainees must comply with Loyola Medicine Affiliate orientation/ onboarding requirements when applicable

D.4. Advancement Requirements

1. Residents must take, and pass USMLE Step 3 before the end of their second year of residency training. *Variation to this requirement is at the discretion of the Program Director and must be approved by the GME Office.
2. Completion of all assigned Healthstream modules

3. Completion of Annual Disclosure Statement
4. Fully executed Graduate Medical Education Agreement
5. Successful departmental advancement

D.5. Termination/Exit Requirements

1. Program Directors must complete a Final Summative Evaluation and Final Note to File for each resident concurrent with the completion of the training program.
2. The resident must complete the LUMC Housestaff Checkout form provided to him/her and return the following: all keys, IDs, lab coats and LUMC issued materials and property.
3. The resident must comply with any Loyola Medicine Affiliate's Checkout process including completion of any assigned Medical Record documentation.

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