

SUBJECT	NUMBER
AFFILIATED RESIDENTS	GME-18 Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
KEY WORDS	EFFECTIVE DATE
Affiliated, Experience, Registration, Residents, Students	August 21, 2001
CATEGORY	LAST REVIEW DATE
Human Resources (HR)	January 2018
MANUAL	NEXT REVIEW DATE
Graduate Medical Education	January 2021
ISSUED BY	ORIGINATION DATE
Graduate Medical Education	August 21, 2001
APPLICABLE	RETIRED DATE
Applies to all training programs with residents rotating at a HealthPartners facility.	Not Applicable
REVIEW RESPONSIBILITY	CONTACT
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

PURPOSE

To establish a policy outlining the HealthPartners Institute guidelines and requirements for all resident rotators from affiliated hospital sites.

SCOPE

This policy will apply to all affiliated residents who are participating in clinical learning experiences at a HealthPartners facility.

DEFINITION

Affiliated Resident — refers to a resident or fellow enrolled in an affiliate-sponsored GME training program where the residents rotate through a HealthPartners facility.

POLICY

All Affiliate Residents are required to comply with all requirements and processes listed below. Failure to comply could result in reassignment to an alternate institution.

RESPONSIBILITIES/REQUIREMENTS

Affiliate Residents are expected to complete an onboarding checklist through RMS, sent prior to the start of residency/fellowship training. Additionally, every resident rotating through HealthPartners for at least one month is required to attend an in-person orientation session during their incoming year program orientation timeframe.

Affiliated Residents will receive instructions/forms prior to their rotation start date, at a department orientation or on the first day of their educational experience. The following paperwork will be provided by the Site Coordinator or an alternate department representative for the Affiliated Resident to complete:

- Badge Request Form
- Parking Request Form
- Door Access Form
- Scrub Suit Form (Surgical Services only)



It is the responsibility of the Site Coordinator or alternate department representative to request computer systems access to all applicable systems.

It is the responsibility of the Affiliated Resident to enter his/her duty hours in RMS, accurately reflecting his/her time at HealthPartners. Additionally, all Affiliated Residents must remain compliant with his/her home institution's requirements.

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