

CLEARANCE REQUIREMENTS FOR INBOUND ROTATORS TO RRH SITES v.8/2026

Responsibility of the Rotators Clinical Coordinator:

- ☐ A valid Affiliation Agreement or Program Letter of Agreement (PLA) must be in place
- ☐ Current annual Liability of Insurance Certificate (COI) as per Affiliation Agreement or PLA must be provided to the Graduate Medical Education Office
- ☐ Complete and sign the Inbound Rotators Clearance Attestation form, for any Non-RRH Employee. (For APP groups please submit the cohorts inbound rotator requirements in bulk via email to: graduatemedical.education@rochesterregional.org)

Rotator Responsibilities (Provide the following to the GME office):

- ☐ A valid Photo ID (School/Institution ID Card)
- ☐ Photo – a professional headshot of the rotator
- ☐ Confidentiality Agreement form signed by rotator
- ☐ Inbound rotator Clearance Attestation form completed & signed by your Clinical Coordinator
- ☐ TB screen/Drug Attestation form completed & signed by rotator
- ☐ Complete all HealthStream trainings assigned to you (Note: your log on information and **ITS access will be provided approximately 2 weeks prior to your start date** – (Clinical access to Care Connect (Epic) system, will not be available to you until you complete your training, and won't be live until your first day). For any difficulties in logging in to complete these trainings please contact RRH help desk at (585) 922-4357 (922-HELP)
- ☐ Review the following information [First Day reporting](#) & [Dress Code, IDs and Evaluations](#) [GME webpage information](#) [GME Policy Manual](#)

RESIDENT/FELLOW Additional Responsibilities

- ☐ Complete the Visiting Resident Info Form and send to Graduate Medical Education Office

All Requirements must be reviewed/completed and forms sent to the GME office at least four (4) weeks prior to the start of the first rotation, and must be valid through the end of the rotation period: GraduateMedical.Education@Rochesterregional.org