

CLEARANCE REQUIREMENTS FOR INBOUND ROTATORS TO RRH SITES

v.9/2026

All Requirements below must be reviewed/completed and forms sent to the MEO 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

Responsibility of the Rotator's Clinical Coordinator:

- ☐ A valid Affiliation Agreement or Program Letter of Agreement (PLA) must be in place **within 2 weeks of scheduling the rotation** (all rotations will be pending this step completion and may be subject to cancellation)
- ☐ Current annual Liability of Insurance Certificate (COI) as per Affiliation Agreement or PLA
- ☐ Complete and sign the Inbound Rotator Immunization Attestation form, for any Non-RRH Employee. (For APP groups please submit the cohorts inbound rotator requirements in bulk via email.)

Rotator Responsibilities (Provide the following to the MEO):

- ☐ A valid Photo ID (School/Institution ID Card)
- ☐ Photo – a professional headshot of the rotator
- ☐ Confidentiality Agreement form signed by rotator
- ☐ 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 First Day Reporting document and the MEO Policy Manual on the website: <https://education.rochesterregional.org/office/>

RESIDENT/FELLOW Additional Responsibilities:

- ☐ Complete the Visiting Resident Info Form and send to Medical Education Office (MEO)