

Resident Folders - Contents by Tab:

APPLICATION

1. GME application
2. ERAS application
3. Letters of recommendation
4. Transfer Summary evaluation
5. Transcripts – Medical School
6. Copy of Medical School diploma
7. Copy of certificate from prior US training program

CONTRACTS/LICENSE

1. IL licensure Application
2. Copy of IL License
3. Contracts
4. NPI

RESIDENT INFORMATION

1. Demographic information
2. Name/address change information
3. LOA information
4. Work Authorization – (i.e. Visa, ECFMG info)
5. Loan Deferment information
6. Copy of resident Check –out form with forwarding information

EXAMS & CERTIFICATIONS

1. USMLE 1, 2, 3- Scores if needed
2. ACLS, PALS, NRP, BLS, etc
3. Conscious sedation
 - Certification & Worksheet
4. Procedure Logs/Operative experience reports (signed)
5. In-service Exam scores
6. Board scores (if available)
7. Exams
8. Copy of LUMC certificate of completion

EVALUATIONS

1. Semi-annual aggregate reports of rotation evaluations
 - a. Conference attendance (if program requires)
 - b. Self-reflection tool
 - c. Case logs/ operative experience logs (signed)
2. Direct observations
3. Other evaluations
4. FINAL SUMMATIVE EVALUATION

ADVISOR MEETINGS (if applicable)

1. Rotation Schedule
2. Notes
3. Program directors worksheet

RECOGNITION/AWARDS

1. Letters (commendation, praise, thank you from patients, teaching award letter, etc.)
2. MAGIS awards

PORTFOLIO/SCHOLARLY ACTIVITY

1. Presentations – (list of presentations if files kept electronically)
2. Publications
3. Posters/Presentations
4. Departmental activities (varies by department)
5. Quality Improvement project information

VERIFICATION OF TRAINING

1. Copies of verifications completed after resident completes/leaves training

CONFIDENTIAL

1. Low score reports
2. Disciplinary action information
3. Academic probation information
4. Complaints