

## Conditions of Employment/Requirements--Clinical

In order to begin training/working at the Cleveland Clinic, you must first process in with the Graduate Medical Education Department. All clinical trainees and research fellows must attend a scheduled orientation session.

You will not receive salary or benefits until you have formally processed in with the GME Department and completed all conditions of employment and requirements.

1. Provide a copy of either a permanent **Ohio Medical License** (wallet card) or Training Certificate issued by the State Medical Board of Ohio for training at the Cleveland Clinic. (State Medical Board website [www.state.oh.us/med](http://www.state.oh.us/med)).
2. Complete a **health screening** performed by the Cleveland Clinic Center for Corporate Health before your start date, which includes completion of a health questionnaire, vital signs, and urine test for substance abuse. As the Cleveland Clinic committed to providing a drug-free work environment, please be advised that positive results for any illicit drugs or non-prescribed controlled substances will constitute ineligibility for appointment.
3. To take further steps in preserving and improving the health of all its employees and patients, Cleveland Clinic has recently implemented a **nonsmoking hiring policy** requiring all job applicants and individuals receiving appointments to take a cotinine test during their pre-placement physical exam. This is a pre-employment test only. The cotinine test will detect the presence of nicotine in all forms of tobacco. **Beginning September 1, 2007**, appointments that have been offered to prospective residents and fellows who test positive will be rescinded. Individuals who test positive will receive a referral to a tobacco cessation program paid for by Cleveland Clinic. Those individuals testing positive who test negative after 90 days may be reconsidered for appointment at the discretion of the program director should the residency position remain vacant.
4. The Office of the Inspector General Compliance Program Guidelines for Hospitals requires the **fingerprinting** of all new personnel. The Department of Protective Services will perform fingerprinting and submit for background checks. Employment is conditional pending the return of the background check.
5. Attend all required In Services to comply with federal laws on **OSHA** Blood borne Pathogens and the Health Insurance Portability and Accountability Act of 1996 **HIPAA** to be conducted on or around your start date.
6. Complete all institutional as well as program specific **COMET** online learning modules determined for your job classification. COMET modules must be completed in the time frame established (30 and/or 90 days from start date).
7. Provide the requested documents to accompany the Employment Eligibility Verification Form (**I-9**) as required by the U.S. Department of Justice. Original documents are required.
8. In Accordance with the Accreditation Council on Graduate Medical Education (ACGME) requirements, graduates of medical schools outside of the U.S., Canada and Puerto Rico must provide either a copy of a currently valid Standard **ECFMG Certificate** or written documentation that the physician is eligible to receive same.
9. Each clinical trainee/research fellow must produce or obtain a **social security number** for payroll purposes and enrollment in the Cleveland Clinic health care plan. A copy of the actual social security card is required. If you do not have a social security number/card, information on how and where to apply can be obtained from <http://www.ssa.gov/reach.htm> or by calling 800-772-1213.
10. Supporting **documents** required to complete permanent education file (requested with the formal appointment letter.)