

Trainee Registration Checklist

- Participated in the **UW LEND Orientation**
- Completed the **Trainee Registration** online (ePortfolio)
- Completed the **Trainee Profile**
- Submitted a **Trainee Photograph**
- Completed **Release of Information**
- Completed **Emergency Contact**
- Obtained a UW **NetID**: _____ (please write in your UW NetID)
- Obtained a **UWMC ID badge**
- Reviewed the **UWMC Professional Image Policy**
- Immunization History**, provided documentation
 - Rubeola and Mumps: record of 2 vaccines spaced at least 30 days apart administered after one year of age, positive titers or physician documented disease history
 - Rubella: record of a single vaccine administered after one year of age, positive titers or physician documented disease history
 - Varicella: record of 2 vaccines spaced at least 30 days apart administered after one year of age, positive titers or disease history
 - Tetanus, Diphtheria and Pertussis: record of a single dose of Tdap vaccine within the past 10 years. DTaP/DTP/Td are NOT equivalent or interchangeable
 - Influenza: within the flu season annually (received after 9/1/18)
 - Tuberculosis: record of a single TB skin test placed within the calendar year
- Completed the **Data Security Form**
- Completed UWMC **HIPAA** online modules
 - If previously completed, provide documentation of completion (copy of confirmation certificate)
 - If you need to complete HIPAA, contact nan for login access

Return all required forms and documentation to nan Ringera by October 31, 2018.

nan Ringera

Administrative Assistant

Clinical Training Unit
University of Washington
CTU/CHDD, Box 357920
Seattle, WA 98195-7920

Phone: 206-221-6525
FAX: 206-598-7815
Email: charbert@uw.edu
Office: CD 422