

Program Coordinators: Please complete this brief form and upload as an attachment to any PEER contract request for House Staff incoming (visiting) or outgoing (away) rotations.

**GME Checklist for PEER Contract Request
for House Staff rotating to or from VUMC**

1) Purpose of Contract (please check only one):

☐ Incoming/Visiting Resident or Clinical Fellow (i.e., a non-VUMC House Staff coming from another ACGME/ACGME-I Institution to VUMC). House Staff Visiting VUMC must be from ACGME/ACGME-I Institution.

☐ Outgoing/Away Rotation for an existing VUMC House Staff (i.e., a current VUMC House Staff planning to visit any non VUMC site)

2) Type of Contract requested (please check only one):

☐ One Time/Short Term Contract for a single/individual Incoming/Visiting or Outgoing/Away House Staff Only. Check only if you do not anticipate more than one house staff utilizing the agreement for the foreseeable future.

☐ Multiple Use/Long Term Contract which may be utilized by multiple Incoming/Visiting or Outgoing/Away House Staff. Check only if possible that more than one house staff or multiple programs will seek to rotate to/from this site.

3) Will any part of this rotation take place outside the United States?

☐ YES, (please specify location _____)

☐ NO

4) Additional Information:

Program Name: _____

Program Director Name (Last Name, First Name): _____

Program Coordinator Name (Last Name, First Name): _____

Anticipated Rotation Start Date: _____

Anticipated Rotation End Date: _____

Name of House Staff (Last Name, First Name or indicate "Multiple" if for a multiple use contract):

PGY Level(s) of House Staff:
