Congratulations and welcome! We look forward to meeting you soon and helping you achieve your personal and professional development goals. The Graduate Medical Education (GME) Office staff will provide administrative support related to your training and employment for the duration of your training program.

The GME office uses a web platform called MedHub for our resident/fellow management system. We'll use it to email you instructions related to important items that must be completed in a timely manner, the first of which will be an online onboarding package. Any delays, including late submission of documents to our office or to the Iowa Board of Medicine/Dentistry, could result in a delayed start date or a withdrawal of your training/employment offer. **It is your responsibility to pay attention to our communications and respond quickly.**

To get you on track to start your program without delay, please review the tasks below and their associated deadlines. **Task 1** should be completed within one week of receiving the email message from Olivia Gard. **Task 2** should be started as soon as possible. **Tasks 3** and **4** ask you to gather information that will be requested later in the onboarding process.

1) Complete the **Update Request: New to UIHC 2027-2028,** which will come as an email from "Olivia Gard via Smartsheet" (automation@app.smartsheet.com) with the subject "Iowa GME Onboarding". Click on the **blue "Open Request" button** in the email and submit the requested information.

   This first step is critical for us to begin your onboarding. The form will ask you for demographic information (name, address, phone, date of birth, etc.), as well as parking needs. Note that if you are unsure whether you will need a parking permit, we recommend you request one at this time. It's easier to request a parking permit now and cancel later if you decide you're sure that you don't need it.

2) Apply for your **Iowa Medical/Dental license** as soon as possible.

   GME only accepts the following license types:

   - **Resident License** (training license for residents and fellows)
   - **Permanent License** (requires completion of a minimum of one year of previous training for US medical graduates or 24 months of previous training for international medical graduates, as specified by the **Iowa Board of Medicine**).

   Please note that these are the only two types of eligible licenses. Provisional Licenses **are not** acceptable for GME trainees, and the GME office does not accept Special or Provisional Licenses.

   More information on **Iowa Medical Licenses** and **Iowa Dental Licenses** can be found on the Iowa Department of Inspections, Appeals, & Licensing website at https://dial.iowa.gov/licenses/health-professions.

   If you are uncertain which type of license to obtain, contact your program coordinator.

3) Find your **Immunization Records.**

   As part of the University Employee Health Clinic (UEHC) employee health requirements, you will be required to submit your immunization records. Detailed information will be included in your onboarding package. **It is very important that you complete your ReadySet surveys** as required and described in the onboarding package.

4) Find your **Tuberculosis (TB) Skin Test documentation.**

   As part of the UEHC requirements, you will also be required to submit TB skin test results documentation before you can begin your training. Detailed information on how to submit these documents electronically will be included in your onboarding package. For now, you need to locate

   You will be asked to submit one of the following:

- One negative TB skin test withing the past 12 months or
- Two negative TB skin tests at any time in the past, or
- One IGRA blood test done not more than 6 months before your UEHC health screening date.

If you have had a positive TB screening result in the past, you will be asked to submit the following documentation:

- Positive TB skin test documentation, and
- IGRA blood test documentation (T-SPOT, QFT-Gold, etc.), and
- Chest x-ray dated after positive TB skin test or indicating positive TB test in the past.

While you are waiting to hear back from us regarding the next steps, we encourage you to connect with Iowa Medical Partners (IMP) via their website, iowamedicalpartners.org. This nonprofit organization provides new GME residents and fellows a list of housing possibilities and coordinates ongoing social events for their families throughout the year. Many of our trainees' families have found IMP to be a crucial source of support.

IMP will be hosting a virtual discussion event, "What I Wish I Knew Before My Partner Started Medical Training," whose date will be shared in the near future. They'll cover topics ranging from finding housing to life in the Iowa City area relevant to both you and your significant other. If you are interested in attending the virtual discussion and/or if you would like IMP to reach out to your spouse/partner, please see their contact page at https://www.iowamedicalpartners.org/contact.html.

The Iowa City/Coralville Area Convention & Visitors Bureau website provides many resources you may find useful: thinkiowacity.com.

Once again, congratulations on joining us at Iowa!

If you have any questions or concerns, don't hesitate to contact us.

Kind regards,

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