

GME Policy # II-R	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 1 of 2 Effective: 4/1/2004
	Subject: Parking	

Purpose

The purpose of this policy is to establish a uniform procedure for house officer parking .

Scope

This applies to all house officers in all postgraduate training programs. House officer refers to all interns, residents and subspecialty residents (fellows) enrolled in a Pennsylvania Hospital postgraduate training program.

Implementation

The program coordinator and Office of Graduate Medical Education are responsible for the implementation of this policy.


Policy

The appropriate documentation must accompany the parking application (exhibit A) for parking privileges to be granted. Required documentation includes: signed current medical training license, signed-current house officer agreement, current BLS or ACLS certification as appropriate; a current curriculum vitae; and a copy of the individuals ECFMG certificate, if applicable. Additionally, the parking application must be approved by the program coordinator or the Coordinator of Graduate Medical Education.


Procedure

In order to obtain house officer parking privileges, the following procedure must be followed:

1. A signed parking application must be completed and submitted to the program coordinator. The application must include active vehicle registration.
2. Once the application is complete, if all conditions have been met, the house officer will receive their parking privileges within 48 hours

Supersedes	 Issued by:
	R. Michael Buckley, MD Designated Institutional Official

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