



Florida Hospital  
Graduate Medical Education  
2501 North Orange Avenue  
Suite 235  
Orlando, Florida 32804  
www.fhgme.com

## Frequently Asked Questions (FAQ's)

### Clerkship Application

#### ***What documentation is required to apply for clerkship training?***

The completed GME application and CV are the only documents required for review (some programs request additional information which will be handled by the department). Incomplete applications submitted without specific dates (4 week period) or date ranges (only indicating the month) will not be accepted.

#### ***When should I apply for a clerkship?***

Clerkship requests are assigned by the academic calendar year (July – June). Requests for clerkships for the following the academic year are accepted after May. We encourage students to request clerkships as far in advance as possible to allow enough time to work with their school to gather and submit the required paperwork in an effort to meet the two week deadline prior to arrival.

#### ***When will I know if my request was approved?***

Please allow 7- 10 business days for review. You will be notified of the status of your application via email.

#### ***Are International Medical Graduates permitted to apply for clerkship training?***

No. Applicants must be currently enrolled in an accredited medical school or residency training program in the U.S. and/or Canada.

#### ***What are the fees for clerkships?***

There are no fees to schedule clerkships through the Florida Hospital GME office.

#### ***Where should I send the application?***

Florida Hospital Graduate Medical Education  
Attention: GME Coordinator  
2501 North Orange Avenue, Suite 235  
Orlando, Florida 32804  
constance.clark@flhosp.org

#### ***Where should I send the required documentation?***

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Attention: GME Coordinator  
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***Can you tell me if there are any openings?***

The GME office does not maintain clerkship schedules for individual programs. We are unable to determine availability at any given time. If you are interested in a rotation, we encourage you to submit a completed application for the dates of your request.

***What happens if the dates of my request are not available?***

In most cases the faculty Coordinator will try to accommodate the dates. If the schedule is filled, he/or she may offer alternate dates for your consideration.

***When should I submit the required documentation?***

The complete list of required documents should be forwarded to the GME office as soon after you have received your approval and no later than two weeks prior to the start date of your arrival. You will not receive the final confirmation until your file is complete. Failure to submit all documentation will result in the cancellation of the clerkship.

## **Computer Access**

***When should I complete the Computer Access Agreement Form?***

The form must be completed and submitted with the list of required documents two weeks prior to your arrival.

***When should I complete the Computer Based Learning modules?***

The CBL modules must be completed on the day of orientation. Students are allowed a 48 hour grace period. The confirmation email for completion must be forwarded to the GME Coordinator no later than Wednesday (midnight) following orientation. Students who fail to meet the deadline will not be permitted to participate in the assigned rotation until the modules are completed.

## **Orientation**

***My clerkship request was approved for the Florida Hospital East Orlando Campus, will I attend orientation there?***

No. Orientation for all medical students as well as observers is held in the same location for the seven Florida Hospital campuses. Orientation is held on Monday morning at 9:00am. Approved clerkships are scheduled to begin on Monday mornings unless specific dates have been coordinated with the Preceptor in advance.

Florida Hospital GME orientation site:

Florida Hospital Orlando (Medical Plaza)  
2501 North Orange Avenue  
Suite 235  
Orlando, Florida 32804  
407.303.2814

***Where should I park when I arrive for orientation?***

All students and observers are instructed to park in the Alden Parking Garage adjacent to the main entrance of the Florida Hospital Orlando campus lobby at the intersection of Alden & Rollins Street.

## Observership

### ***Are International Medical Graduate permitted to apply for an observership?***

Yes, however they are not permitted to observe within any GME residency training program. They are encouraged to identify a FH Medical Staff physician who will allow them to observe.

### ***How long can I observe the physician?***

Each observation experience is not to exceed one month (30 days).

### ***Where should I send my application for observership?***

Observership applications (residency programs) should be sent directly to the Residency Coordinator of the training program. Observerships applications approved by FH Medical Staff physicians should be sent directly to the GME Coordinator.

## Housing

### ***Is there a separate application for housing?***

No. Please indicate your request on the GME application. Please do not submit the deposit with your application.

### ***Can I send one check for my deposit and the monthly housing fee?***

No. The security deposit (\$50.00) is due prior to your arrival. The monthly payment (\$200.00) is due on the day of orientation. Please make your checks payable to Florida Hospital Graduate Medical Education.

### ***Do you provide internet access?***

No. Unfortunately we do not provide internet access in the GME student housing. You will have access to the internet at your training site as well as designated areas in the hospital.