PGY 1 Residents: NEW HIRE ONBOARDING CHECKLIST
(Documents Due by 4/30, unless otherwise noted)

In an effort to help you plan your time, below is a basic listing of the individuals who may contact you, as well as a general timeline of when your various onboarding items are due. Call the GME Office if you have questions.

1. GME Office: Breanna Stoll, Melanie Powell, Renn Butterfield, all at 801-581-2401
2. Program Coordinator: Representative from the program you will be joining
3. SLC VA Office: Dawn Ratliff, 801-584-1284x2254, dawn.ratliff@va.gov

MANDATORY ORIENTATIONS:
- GME orientation is an 8-hour orientation (you must plan for the entire day). You only attend the orientation associated with your hire date.
  - 6/24 new hires: your orientation is held on Friday, June 23, 7:30am – 4pm at (Location TBD)
  - 7/1 new hires: your orientation is held on July 3, 7:30am – 4pm at (Location TBD)

- Bring your actual (no copies):
  - unexpired Passport or social security card
  - AND U.S. issued driver’s license (if you have one)
  - J-1s bring I-94 card, DS-2019, unexpired passport, social security card and driver’s license (if you have one)
  - Drug Screen is required during orientation (you will need a picture ID)
  - Complete Section 2 of Form I-9 w/an HR rep at GME Orientation (registers employees with the state of Utah)

- VA orientation is an 8-hour orientation (must plan for the entire day – check with your program coordinator for specific date)
- Residency Program Orientation (check with your program coordinator)

DOCUMENTS AND TASKS TO COMPLETE by 4/30, unless otherwise noted:

Electronic Form to complete and Upload to UBox:
- New Hire Welcome Packet

Forms to Print, Sign and Upload to UBox:
- U of U Signed Release Form
- Confidentiality Form
- Housestaff Responsibility Agreement
- U of U Immunization form

UPLOAD these required documents to UBox:
- Copies of the vaccines listed on the U of U Immunizations Form or a printout from your school/training program/physician’s office.
  - If your immunizations are not complete by 4/30 – turn in what you have. Submit the remaining documents when you get them.
- USMLE/COMLEX Score Reports or Transcripts (we only need a legible copy)
  - If you do not have these documents, you may order transcripts (at your own expense) at: http://www.usmle.org/transcripts/ or http://www.nbome.org/transcript-request.asp.
- Copy of Medical School/Dental School Diploma
- Copy of ECFMG certificate (only applies to International Medical Graduates)
- Copy of ACLS Certification **(Due by hire date)**
  - Applies to: Anesthesiology, Pain Management, all Cardiology, Emergency Medicine, General Surgery, Internal Medicine, MedPeds, Neurosurgery, Neurology, Neuro Critical Care, Pulmonary, Surgical Critical Care, Thoracic Surgery
  - We only accept certification from AHA LEARN & LIVE, MILITARY TRAINING NETWORK, OR HEART & STROKE FOUNDATION OF CANADA

- Copy of PALS Certification **(Due by hire date)**
  - Applies to: Pediatric residency, Child Neurology, MedPeds, Triple Board
  - Class provided by U of U Pediatrics residency, typically in June
  - Contact Jaime Bruse at Jaime.Bruse@hsc.utah.edu for questions.

**ADDITIONAL ITEMS to Complete BEFORE the GME Orientation:**

- Apply for NPI number (if you do not have one) at: [https://nppes.cms.hhs.gov/NPPES/Welcome.do](https://nppes.cms.hhs.gov/NPPES/Welcome.do) (Log into left side of screen, teal section, under “Manage or Apply for your personal NPI Record”)
  - Be sure to keep track of your NPI username/password. You will need this next year for licensing.
- Complete “Certiphi” online criminal background check (typically arrives in May – 7 days to complete)
- Complete section 1 of Form I-9 no later than 6/24 (you will be notified when to expect this email)
- Have picture taken for University of Utah Badge (receive badge at end of orientation – no sooner)
- After receiving your University ID (UNID) – assigned ~April/May, log into the Campus Information System (CIS) to create a unique Network Password.
  - Go to [www.cis.utah.edu](http://www.cis.utah.edu)
  - Username: enter your University ID (UNID)
  - Password: temporary password is your birth date (MMDDYY)
  - You will be prompted to choose security questions and to create a unique password.
  - Then prompted to obtain an RSA Secure Token (phone/computer app) DO NOT CHOOSE “DUO”.
    - RSA Secure is a 2-factor authentication software used by the University of Utah for clinicians. This means employees must enter 3 pieces of unique data (University ID, Network Password, and a randomly generated #), in order to remotely log into many University of Utah programs (Campus Information System to view your paychecks, EPIC for patient charting, etc.).
    - You will not be able to complete the LMS learning modules below without this token.
- Pre-Employment Modules: **(complete by June 1)**
  - Institute for Health Improvement (IHI) ~4 hours of online modules – submit print screens or certificate only if modules were completed for training elsewhere (you may start these ASAP).
  - Learning Management System (LMS) ~8 hours of online modules (notified when assigned)
  - EPIC online modules through LMS and In-Person Class or Test Out (check with your program coordinator)
- Veterans Affairs Onboarding Packet: a VA representative will contact you, if applicable.
- International Trainees: obtain a U.S. social security number (if applicable)
- International Trainees: schedule appointment with Tax Services to discuss U.S. taxes/exemptions
  - [http://fbs.admin.utah.edu/tax-services/contact_tax/](http://fbs.admin.utah.edu/tax-services/contact_tax/)

**MEDICAL LICENSURE:**
Utah trainees do not apply for a Utah medical license until their 2nd year of accredited training, unless one accredited residency year has already been completed at another institution. Alert the GME Office if you have already completed an accredited year of residency.

**UPDATE UTAH MAILING ADDRESS in Campus Information System (CIS)**
- Update Utah mailing address to ensure receipt of paychecks (as soon as you receive a University ID) at [www.cis.utah.edu](http://www.cis.utah.edu)
APPLY FOR UNIVERSITY BENEFITS
☐ The online application will be available to you for submission after the GME Orientation. You will have 90 days from your hire date to submit the online applications for university benefits (medical, dental, life, etc.)

GME SERVICES: FREE OF CHARGE TO HOUSESTAFF
☐ Submit loan deferment/forbearance/forgiveness documents to gme@hsc.utah.edu for processing or call 801-581-2401 with questions.
☐ Notary Public Services (we currently have 3 notaries in the GME Office)