

INSTRUCTIONS AND REQUIREMENTS FOR EMPLOYMENT

Return all forms and required documents, using the checklist above, to the GME Office in the pre-paid envelope that was provided to you (unless otherwise noted). Make sure you have **signed** all documents where required. Remember to place the Employee Health forms into the smaller envelope, and then return with your other forms in the larger envelope.

Forms and Documents:

- **Employment Contract**

Please sign the **original** contract (mailed to you in the welcome packet) and return it to us with your other forms and documents by May 6th. Appointments cannot be made without a signed contract and a delay in returning it could prevent timely initiation of your pay.

- **Preplacement Drug Testing**

VCU Health System is a drug free environment and does preplacement drug testing on new employees. **For VCU School of Medicine or Dentistry graduates**, your preplacement drug screen will be done during your health assessment appointment at Employee Health.

For non-VCU graduates/residents and fellows, if you are not going to be in Richmond before June, you will need to have your drug testing done in accordance with the general information provided. You need to make arrangements as described in the packet with the Chain of Custody forms. You are urged not to put this off. You are not allowed to start work until you are cleared, so please have your screening done. **Do not wait until you move to Richmond**. The other issue about waiting until you arrive in Richmond is that positive results may have to be reported to the Board of Medicine or Dentistry. While we cannot foresee this being an issue, we need you to be fully informed.

If you are going to be in Richmond to look for housing before June and would like to have your drug screen done at VCUHS, call Employee Health (Anna Marie Snell, RN @ 804-828-1356) to schedule an appointment.

- **Temporary Training License Applications for Medical and Dental Residents**

Virginia State Law requires that, in order to be employed in a Virginia graduate medical/dental education program, interns/residents/fellows possess a temporary training license. Therefore, all required forms must be completed and returned to the GME Office as soon as possible.

- **Form A** has been completed and provided to the GME Office by your program.
- **IT IS YOUR RESPONSIBILITY TO INSURE THAT CONFIRMATION OF YOUR DEGREE (Form B for medical/Form A for dental) IS COMPLETED APPROPRIATELY BY YOUR REGISTRAR AND RETURNED TO US IN A TIMELY MANNER.** It is particularly important for May 2009 and June 2009 graduates to insure that your Registrar mails the form **immediately** following graduation. **Note that this form must be completed AFTER your graduation date.** Forms stating "will graduate" will not be accepted by the Board and will have to be redone by your Registrar.

If you currently have a **Virginia Medical Intern-Resident License**, please complete the Transfer Form and return with the renewal fee of \$35.00.

If you possess a **full, unrestricted** Virginia medical/dental license, you need not complete this application. However, please send a copy of the license that shows a valid expiration date. Information regarding application for permanent licensure in Virginia is available from the Virginia State Board of Medicine at 804-367-4472 or the Virginia State Board of Dentistry at 804-367-4538 or online for both Boards at <http://www.dhp.virginia.gov/>.

NO HOUSESTAFF MEMBER WILL BE ALLOWED TO PRACTICE UNLESS HE/SHE IS LICENSED IN VIRGINIA.

- **DEA Numbers**

Housestaff members are not required to obtain individual DEA numbers in order to write prescriptions. Rather, you will use the Hospital DEA number of the institution at which you are working plus your four-digit doctor number.

- **NPI Numbers**

The NPI is a unique 10-digit identification number for covered health care providers used to identify a health care provider in standard transactions, such as health care claims. As a resident, your NPI will primarily be used to identify you on prescriptions, to order durable medical equipment, in patient medical record systems, and in several other ways. As of the May 23, 2007, the NPI will be the only health care provider identifier that can be used to identify you in standard transactions by covered entities. You will use your NPI throughout your medical career.

Please complete the enclosed form.

- If you currently have an NPI number, provide the information requested as we will update your NPI record in the NPI Registry related to practice location, licensure, and taxonomy. Consult your previous program/employer for this information, if necessary.
- If you do not have an NPI number, provide the information requested on the form and the GME Office will obtain an NPI number for you.

- **Criminal Background Check**

A criminal background check, conducted by the Virginia State Police, is a condition of employment. The Criminal Background Check Policy is located on our Web site under [GME Policies](#). On the **Criminal History Record Name Search Form**:

- Please **complete only the two sections** described below (these are highlighted).
- **NAME INFORMATION TO BE SEARCHED:** Fill in your name, current address, sex, race, date/place of birth, and social security number (highlighted areas). You may type, then print the form OR print the form and complete, legibly, by hand.
- **AFFIDAVIT FOR RELEASE OF INFORMATION :** Sign on "Signature of Person" line. Your signature must be **notarized** to provide consent for the search to be conducted and to mail the processed search to an individual or authorized agent (if applicable).
- Leave the remainder of the document blank as these sections will be completed by the VCUHS Human Resources Department.

- VCUHS will pay the required fee so **do not** send a check or fill in credit card information.
- If an item is not disclosed and is subsequently found on a background check, the resident will be eligible for dismissal. Refusal to complete the self-disclosure or to sign consent to conduct a criminal background check will prevent employment with VCUHS.

- **Ten Print Fingerprint Card**

The 10-print fingerprint card was mailed to you with your contract. Please have your local Human Resources Office, local Police Department, or local fire Department assist you in completing this. It requires official verification. This is required of all new housestaff.

- **Employee Health**

You will need to provide the Employee Health History/Immunization Record form to your health care provider for completion. In addition, you will need to complete the Medical History form, including the Registration form. Additional details are provided in a letter preceding the forms.

To maintain confidentiality, the Employee Health forms (four pages) must be placed in the **small envelope** addressed to Employee Health. (This envelope was included in the packet containing your contract.) Please see instructions provided by Employee Health for instructions on returning the forms.

NOTE: These forms must be completed and returned by the specified deadline. No forms will be accepted at Orientation. Failure to return the forms by the deadline may result in a delay in your starting your training.

- **Supplemental Application Form**

The Supplemental Application Form is an internal document specifically designed for housestaff and is required for appointment to the Virginia Commonwealth University Health System Housestaff. All information received becomes part of your confidential employment files. We encourage you to make a copy of this completed form for your records. All questions **must** be answered and the form **must** be signed and dated. If you answer **YES** to any questions (other than question #1a), please provide a detailed explanation on a separate sheet of paper. In addition, **YES** responses to questions #1b and #1d will require documentation from a treating professional.

- **Final Reference**

For credentialing purposes, the Final Reference Form must be completed and returned to the GME office. Please print this form and have it completed by the appropriate official of the institution in which you **currently** are completing medical school (Registrar), serving as a resident or fellow (Program Director), or practicing (Medical Staff Office). For verifications of education or training, **the form must not be completed prior to completion of the program**. Returning this form after May 6th is acceptable, however, it must be returned by Orientation.

- **Release of Information Form**

Please **read** and **sign** the attached Release of Information Form. As indicated, this will be used to verify your education, training, etc., as necessary.

- **Salary and Payroll Information**

Paychecks are issued bi-weekly, with payday every other Friday. The [2009 PAY CALENDAR \[PDF\]](#) will provide you with the date of your first paycheck, based on your start date. [Annual, monthly and bi-weekly salary](#) information is also available.

- **Photocopy of your Social Security Card:** Please provide a copy of your social security card. If you do not have a social security card or number, you are responsible for obtaining one.
- **Direct Deposit Authorization:** Direct deposit is a condition of employment at VCUHS. With the form, you will need to provide either a voided check or a deposit slip. If you plan on opening an account when you arrive in Richmond, do not return the form. Rather, bring it with you to Orientation.

- **Human Resources New Employee System**

Using the Human Resources System, you will complete forms required to hire and place you on payroll. The basic information you enter into the initial profile will populate all other forms so there will be minimal typing on your part.

Please click on the link above to complete your VCU Health System Human Resources New Hire Profile and set your userid/password.

Once you have completed this information, you will receive, within 24 hours or the next business day, an email from VCUHS Human Resources giving further instructions on accessing and completing your pre-employment paperwork. Make sure you keep your userid/password in a safe place as you will need it to access the forms.

If you have difficulties accessing the New Hire Profile, please contact us at 804-628-3647. Note: If you do not have a Social Security Number, you should use 000-00-0000 where requested in this system.

Your on-line paperwork must be completed no later than **May 6th** and includes:

- **Post-Offer Voluntary Self Identification Form:** If you have a disability or are a special disabled veteran of the Vietnam era and would like to participate in our affirmative action program, please read the information provided and complete the attached form.
- **W-4, VA-4:** W-4 and VA-4 are Federal and State tax forms for tax deductions from your paycheck. If these are not returned, taxes will be deducted at the highest rate. Help with calculating the amount of federal deductions can be obtained at [Federal Tax Calculator](#). State tax is calculated based on the worksheet found with the VA-4 form or you may use [Virginia Tax Calculator](#).

- **2009 I-9:** Under the Immigration Reform Act of 1986, employers are required to view original documentation from new employees to verify identity and eligibility for employment. The I-9 form is used for this purpose.
 - **Complete Section 1 only.** HR will bring this to Orientation to review your required original documents and for you to sign.
 - **PLEASE READ** the instructions for Section 2 carefully to insure that you possess the documents necessary to complete this section.
 - **BRING the original documents** with you to Orientation as they must be viewed by the employer.
- **Parking Application:** Complete the application form if you will need VCU parking. Parking for medical residents is provided on the D Deck, located on 13th Street near the intersection of Marshall and 13th Streets. Parking for dental residents is provided in the N Deck, located on 10th Street at the intersection of 10th and Leigh Streets. Residents pay a reduced rate of \$40.00 per month deducted from your paycheck (\$20.00 from 24 bi-weekly paychecks).

Note: If you will not need parking, please open the form and, at the bottom, select “Check Here if No Parking Necessary”. Otherwise, the Parking Application will continue to reflect that it “Needs Attention”.
- **VCUHS Policies** - A link is provided from the Human Resources System site and above to this policies document. Please review these carefully to insure that you are aware of policies that apply to Housestaff members. You will be asked to acknowledge that you have done so.
- **Veterans Administration Medical Center Application**
 The McGuire VAMC welcomes all incoming housestaff. All housestaff (**except** Emergency Medicine residents, Pediatric residents/fellows, and Obstetrics/Gynecology residents) rotate through our hospital and must complete certain documents PRIOR to performing clinical duties. To expedite your processing on orientation day, please complete the following documents:
 - **Appointment Letter** with signature
 - **Appointment Affidavit**
 - **Declaration for Federal Employment**
 - **Application for Residents** (VA Form 10-2850b)
 - If you are an incoming resident who already has a full medical license from another state, please attach a copy to the completed application. It is required for this application.
 - **VA National Rules of Behavior** for appropriate use and protection of the information which is used to support Department’s missions and functions.
 - **Pharmacy Card:** This is required to allow you to write prescriptions through the VA Pharmacy.
 - **Request for Personal Identity Verification Card**

- **Police and Security Service Form:** If you are requesting a VA parking sticker, you will need to complete this form and bring your current vehicle registration card and current driver's license.
- **Benefits**

In the packet containing your contract, you received the 2009 Housestaff Enrollment Guide and a Housestaff VCUHS Benefits Enrollment Form. Please review these carefully. During Orientation, a presentation will be made to better acquaint you with the benefits that are offered by VCU Health System. It is during that time that enrollment forms will be completed. Benefits representatives will be available at that time to answer your questions and to assist you in completing this process.

For housestaff with a contract start date of July 1, 2009, your insurance coverage will be effective July 1st, provided you have submitted the application **within 31 days** of your start date. For housestaff with a contract start date of July 2nd or later, your insurance coverage will be effective the 1st day of the month following your start date, provided you have submitted the application **within 31 days** of your start date.

NOTE: You should make arrangements to continue your current health insurance plan until the effective date of your insurance through VCUHS.

Please **do not mail your enrollment form back** to us with your other documents. Rather, you should bring it with you to Orientation at which time Benefits staff will review the form and you will complete it.

- **Lab Coat Measurements**

Please complete the lab coat measurement form carefully, as lab coats will be packaged in advance and ready for issuance during Orientation. Samples of each and size conversion charts can be viewed by clicking on the appropriate link below:

[Lady's Coat](#)

[Man's Coat](#)

[Size Conversion Charts \[PDF\]](#)

- **Long Distance Access**

At Orientation, all housestaff will be provided with a Long Distance Access code for use in making long distance **work-related** calls only.
- **Pagers**

Pagers will be issued to all incoming housestaff through your program.
- **ID Badges**

In accordance with the rules set forth by the VCU Health System, each employee must be issued an identification badge complete with a photograph in order to have 24-hour access to the hospital. Photos will be taken and ID badges issued at Orientation.

- **Mail Service**

All housestaff members receive mail in their clinical department. Your box number will be provided to you at Orientation. The location of your mailbox will be provided by your program coordinator.

Required Training:

- **VCUHS Training Modules**

All incoming housestaff are required to complete the training modules noted below. This training will be completed using the Blackboard, a VCU Intranet site. Instructions for accessing the system were provided to you in the packet you received.

- **HIPAA** - Federal regulation, the Health Insurance Privacy and Accountability Act (HIPAA), requires that you complete this institution's privacy education program before you are allowed to access patient health information.
- **SAFER** - All housestaff members are required to complete the online Sleep Alertness & Fatigue Education in Residency (SAFER) training. (This module currently is being transferred to Blackboard. Please keep checking to see if it is available.)
- **Legal Medicine** - Legal Medicine training consists of eight modules providing an overview of the legal ramifications of practicing medicine in Virginia. (This module currently is being transferred to Blackboard. Please keep checking to see if it is available.)

Modules must be completed no later than your scheduled Orientation date.

- **VCUHS Computer Training**

All incoming interns, residents and fellows are required to complete a training class to use the clinical information system, CIS/Cerner. You will be scheduled for this class as follows:

- Interns who are VCU graduates have been scheduled to complete training in early May and your training date can be found using the appropriate link above.
- Non-VCU interns have been scheduled to complete training during the week following Orientation and your training date can be found using the appropriate link above.
- PGY 2 and above residents and fellows should contact your training program coordinator to schedule training.

- **Point-of-Care Proficiency Testing**

Certain residents and fellows are required to complete Point-of-Care Proficiency tests. The number and type are based on your specialty. Please refer to the [Program Requirements](#) listing to determine which tests, if any, residents in your program are required to take. For each required test, a policy is provided. Once you have reviewed this information, please complete the short quiz and return it with your other forms/documents. A hands-on assessment also will be done at Orientation.

- **VAMC Computer Training**

The VA Medical Center in Richmond Virginia now requires all incoming housestaff to complete computer training PRIOR to receiving their computer access codes. Please refer to the scheduling information for instructions for arranging to complete this training.

- **VAMC On-line Training Modules**

All residents/fellows are required to complete "Mandatory Training for Trainees" which includes the VA Mission, Information Security, Privacy, Safety issues, and numerous other topics relative to your training at the VAMC. Please refer to the information above for instructions on accessing the on-line training module. REMEMBER to print the certificate once you complete each module. This training must be completed no later than your scheduled Orientation date.