

Incoming Housestaff Procedures & Instructions

This is a printable copy of the instructions. To access [links](#) and attached documents, you will need to return to the webpage: http://www.medschool.vcu.edu/gme/incoming/instructions_housestaff.html

Step 1: Set Up Accounts / UserIDs / Passwords

You will be using several systems to complete the required paperwork and training. The first thing you should do is set up these accounts. Select the links below for instructions and links. **Note:** Your User IDs for the Learning Exchange will be provided in the packet mailed to you the first week of April. You can set up the others immediately -- please keep a record of these and passwords.

Step 2: Complete all Forms

The following is detailed information regarding the forms/documents that you will need to complete and return to the GME Office. With the exception of the documents/forms included in the welcome packet you received in the mail, you will complete all employment forms using the VCUHS Human Resources New Employee System.

- **Legal Name** is what appears on your **Social Security Card**. Name changes in our records/ systems will be made only with submission of a new Social Security card.
- Use the **CHECKLIST** (in the welcome packet or below) to "check-off" completion of all forms/tasks.
- **Return** all forms **no later than May 4th** in the pre-paid envelope provided or as instructed.
- Make sure you have **signed and had notarized** all documents where required.
- Place Employee Health forms into the **smaller envelope** before placing in larger envelope.

See [CHECKLIST](#) & List of Forms on the webpage

FORMS AND DOCUMENTS INCLUDED IN THE WELCOME PACKET:

- **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 5th. 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.

- **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.

Note: As of July 1, 2007, all residents/fellows who work with children in residential facilities (in our case, Virginia Treatment Center for Children) must have their fingerprints processed through the Commonwealth of Virginia database as well. This is why some of you have two (2) fingerprint cards.

- **Benefit Information**

In the packet containing your contract, you received the 2011 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 at that time that enrollment forms will be completed. Benefits representatives will be available to answer your questions and to assist you in completing this process.

For housestaff with a contract start date of July 1, 2011, 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, bring it with you to Orientation at which time Benefits staff will review the form and you will complete it.

HUMAN RESOURCES NEW EMPLOYEE SYSTEM:

Please click on the link above to access the VCU Health System Human Resources New Hire system and create your User Id and Password. **Make sure you keep your User ID and Password in a safe place as you will need it to re-enter the system, access, and complete the required employment forms.**

After you create your User ID, you will be directed to continue and complete the Application (Personal Data Form). Once you have completed and submitted this information, Human Resources will assign the appropriate employment forms to your account. Make sure you have completed the Personal Data Form as thoroughly as possible. The information you enter here will feed into the other forms you are required to complete and save you some time. **Note:** If you do not have a Social Security Number, you should use 000-00-0000 wherever SSN is requested in this system.

Within 24 hours or the next business day, you will receive an email from VCUHS Human Resources giving further instructions on accessing and completing your pre-employment paperwork. **If you do not receive this email, you may log into the system as before and check (under New Hire Paperwork) to see if the forms have been assigned and/or contact Human Resources.**

Much of the information to be entered on each form will be populated from the information you initially provide in the application. However, **please review** all required fields on each form and edit as necessary.

As you complete the forms, you will submit them by either sending them to HR electronically or by printing them and returning them to the GME Office in the pre-paid envelope provided. I have noted below which forms you will submit electronically [**S**] and which you must print [**P**]. **Please note:** Forms that you must print most likely require an original signature and/or notarization.

If you have any difficulties with the New Employee system, please contact HR at 804-628-3647.

Your on-line paperwork must be completed no later than **May 4th** and includes:

- **Temporary Training License Applications for Medical and Dental Residents [P]**

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.

- The **Application** requires a thumb-print and must be notarized.
- The **Memorandum (Form A for medical)/Recommendation (Form B for dental)** 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 2011 and June 2011 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. NOTE: For **2011 VCU Graduates** only, the GME Office will secure the Form B from VCU SOM Registrar.
- Medical Residents should review the [Regulations Relating to Medicine and Other Healing Arts, Temporary licenses to interns and residents](#) which delineates requirements, responsibilities, and scope of practice.

If you currently have a **Virginia Medical Intern-Resident License**, please complete the Transfer Form and return it 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.

- **Employee Health [P]**

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 the letter which precedes 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 and deadlines for 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.

- **Disclosure Form [S]**: This form gives Human Resources permission to use a third party to conduct the required criminal background check.
- **Confidentiality Form [S]**: It is the policy of the VCUHS to protect the confidentiality of all data residing in our information systems particularly patient and employee data. Your signature on this form verifies your understanding and agreement to your responsibilities in accessing information and to maintaining confidentiality.
- **VCUHS Policy Summary Form [S]**: A link is provided on this form and above to a summary of important VCUHS policies. Please review this carefully to insure that you are aware of policies that apply to Housestaff members. Full policies are available on the VCUHS Intranet. You will be asked to acknowledge that you have done so.
- **W-4, VA-4 [S]**: W-4 and VA-4 are Federal and State tax forms used 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](#).
- **2011 I-9 [S]**: 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. Note that all documents must be **unexpired**.
- **Parking Application [S]**: 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, just leave the form blank.

Parking permits will be issued to you at Orientation **ONLY IF** you complete and submit the on-line form.

- **GME Forms and Instructions [P]**

- **Final Reference Form:**

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 4th is expected, however, it must be returned by your scheduled Orientation.

- **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. Your original **signature** is required.

- **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.

- **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 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 **NPI form** as follows based upon your NPI status.

- - 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.
- **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 \[PDF\]](#)
- **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 after you arrive in Richmond, do not return the form. Rather, bring it with you to Orientation.
- **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:** Verify or fill in your name, current address, sex, race, date/place of birth, and social security number (highlighted areas).
 - **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.

- **Veterans Administration Medical Center Application [P]**

The McGuire VAMC welcomes all incoming housestaff. All housestaff (**except** Pediatric residents/fellows, Obstetrics/Gynecology residents, and OMFS 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 10-2850D): 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.
- **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.

OTHER IMPORTANT INFORMATION :

- **Salary and Payroll Information**: Paychecks are issued bi-weekly, with payday every other Friday. The [2011 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.
- **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. To facilitate this, you will need to provide a photo of yourself. ID badges will be created and issued at Orientation. The photo should be as follows:
 - Image is for identification so must identify you.
 - Image must be .jpg file -- at least 15KB but less than 1MB, approx .75 (width) by 1.00 (height).
 - Photo must be in color, on light solid color background (white/off-white), normal lighting.
 - Photo should have no borders and there should be a small space between your head and the top of the photo
 - You should be looking straight at the camera -- full face, front view, open eyes, natural expression (closed mouth), no red eye or reflections off glasses.
 - No accessories -- no hats, excessive jewelry, or garments that hide you face.

- E-mail .jpg photo to Martha Ecker (mecker@mcvh-vcu.edu) with subject line as follows: Incoming Housestaff Photo For ID or you may put .jpg on a CD and include it in the pre-paid envelope. Actual photos can not be used.
- The VCUCard Office reserves the right to refuse any photo that does not meet these requirements.
- **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 form -- [Self ID Form](#).
- **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.
- **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.
- **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.

Step 3: Required Training

All modules must be completed **no later than June 13th**.

- **VCUHS Training Modules**: All incoming housestaff are required to complete the training modules noted below. This training will be completed using Blackboard, a VCU Intranet site. Instructions for accessing the system were provided to you in the packet you received and you may reach Blackboard by using the link above.

Training to be completed using **Blackboard**, a VCU Intranet site. See instructions under Step 1 above.

- **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.

- **Legal Medicine** - Legal Medicine training consists of eight modules providing an overview of the legal ramifications of practicing medicine in Virginia.

Training to be completed using **Learning Exchange**, a VCUHS Intranet site. See instructions under Step 1 above.

- **VCUHS Computer Training**: All incoming interns, residents, and fellows are required to complete a series of on-line modules in order to receive access to the clinical information system, CIS/Cerner. Please refer to [INSTRUCTIONS](#) above, including screen shots, for additional information on completing this training. The training site, VCUHS Learning Exchange, can be accessed from the above link. Your user name and password were provided in the packet with your contract. These modules will be available to you beginning **May 5th**. As long as you have completed the modules and submitted the Confidentiality Form through the HR New Employee system, access will be provided to you at Orientation.
- **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. Any tests you are required to take have been pre-assigned to you in the Learning Exchange. For each required test, a policy and/or a tutorial is provided. Once you have reviewed that information, please complete the short quiz. A hands-on assessment also will be done at Orientation. Each training program has [specific POCT requirements](#) for its residents/fellows.
- **VAMC Computer Training**: The VA Medical Center in Richmond Virginia now requires all incoming housestaff (**except** Emergency Medicine residents, Pediatric residents/fellows, and Obstetrics/Gynecology residents) 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 who will be rotating to the VA Medical Center are required to complete "VHA Mandatory Training for Trainees - Released 2010 " 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 [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..