Reminders of important tasks for incoming residents & fellows between now and June 30th. We need your help to make sure everything is completed in a timely manner. In some cases, this may mean frequently reminding your residents and fellows of what they need to do.

1. **GME ORIENTATION SCHEDULE & PROGRAM ORIENTATION SCHEDULES**
   
   A final June-July GME Orientation Schedule is attached that includes the following:
   
   - GME Orientation sessions
   - IS training
   - Classes for BLS, ACLS, ATLS and PALS.
     
   Continuing Ed sent instructions for registering your trainees who require these courses. Please note that residents and fellows are expected to arrive ON TIME for all sessions. The GME Orientation sessions will start promptly at 7:30 a.m. to ensure adequate time for completion of HR paperwork.
   
   **RESIDENTS MUST BRING REQUIRED DOCUMENTS FOR I-9 VERIFICATION per instructions on BB-LEARN or they may be unable to start on time.**
   
   Please provide your department GME orientation schedule PRIOR TO JULY 1 as soon as possible so I can calculate the ad comp for your incoming residents.

2. **PROGRAM ORIENTATION SCHEDULES**
   
   Please provide the requested information for your program orientation so OGME can calculate orientation compensation rates. (Template was already sent)

3. **NEW ROTATION INFORMATION**
   
   PLEASE PROVIDE YOUR ROTATIONS INFORMATION FOR 2018-2019 TO OGME AS SOON AS POSSIBLE!!
   
   We know schedules are being set up differently in Med Hub but we need information now to confirm parking deductions for all residents and fellows. If no changes are anticipated for any of your trainees in terms of how much time they spend at University Campus, Memorial Campus, Hahnemann Campus and off site, rates will remain unchanged.
   
   If the distribution of time is expected to change, deductions may change. Please let me know of any changes to the distribution of time for each PGY level in your program.

4. **INCOMING RESIDENTS**
   
   You will continue to receive updates on missing items for your new people from OGME. We may need your help making sure everything is submitted on time!!
   
   - You can advise GME of planned name changes, but these will be processed AFTER the resident is licensed. **CURRENT LEGAL NAME MUST BE USED ON ALL DOCUMENTS**
• **LICENSE APPLICATION AND SUPPORTING DOCUMENTATION** SHOULD BE SENT TO OGME (NOT DIRECTLY TO THE BOARD). Unless all documentation is at the BORM by the first week in JUNE, the resident may not be licensed for July 1.

**For LIMITED LICENSE** - All communication must come from OGME. Coordinator and resident must NOT call the BORM regarding the limited license status.

**For FULL MA LICENSE** – The BORM will only talk to the resident/fellow, not OGME.

• **CREDENTIALING PACKET RETURNED TO MED STAFF OFFICE** - Forms must be properly completed for CMS enrollment (PECOS), Mass Health Enrollment, NPI#, National CORI and National Practitioner Data Bank Query and returned to Deb Giannino in the envelope provided.

• **DEATH CERTIFICATE REGISTRATION** will be completed after they get here. Instructions will be provided for on-line registration.

• **PRESCRIPTION MONITORING PROGRAM** – Residents will receive enrollment instructions when the attend OGME Orientation.

• **EMPLOYEE HEALTH FORMS** must be returned to Diana in Employee Health including immunization history, TB testing and serology results. Residents must also complete pre-employment drug testing – instructions are provided.

• **HR iCIMS FORMS** - Residents will receive log-in information to access HR forms. HR will send regular reminders regarding completion status.

• **PHOTO ID BADGE FORMS** must be returned to the Parking Office with jpg photos of your residents. Residents requiring YELLOW badges must have forms signed by Patty Segerson in Pediatrics. (Peds, Med Peds, Child Psych, Ob Gyn, Family Medicine, Emergency Medicine)

• **SELF INSURANCE FORMS, NAME TAG & LAB COAT FORMS** must be returned to GME.

• **GME ON-LINE ORIENTATION MODULES** and **HEALTH STREAM MODULES** must be completed – these will be assigned in April.

• **BENEFITS INFORMATION** and forms will be available in early April

• **BLS, ACLS, PALS and ATLS** - COORDINATORS MUST REGISTER TRAINEES only for the required courses for your program, not everything they might want to take. Encourage them to receive BLS and ACLS prior to arrival.
  - Those requiring only **BLS** OR **BLS and ACLS** OR **BLS and PALS** must do the on-line course and in-person skills assessment for both BLS and ACLS (or PALS)
  - Those requiring **BLS** and **BOTH ACLS AND PALS** have to do the on-line course, however the skills assessment will be incorporated into the ACLS and PALS courses for those individuals
  - ACLS and PALS have **PRETESTS THAT MUST BE COMPLETED ON LINE BEFORE THE CLASS**
  - A score of 80% or better is required to attend the class. (can be taken multiple times)

• **DRIVERS LICENSE INFORMATION** – Residents are required to register their cars in MA and will need to eventually obtain a MA Drivers license. Info to be provided during orientation.

• **IS TRAINING, PAGERS**
  OGME is working with IT to ensure access to the correct systems. OGME will provide pager lists to coordinators when available.

• **MASK FIT TESTING** – Please schedule for your residents with Deb Campbell in Public Safety (856-5575)

• **VA CREDENTIALING** – OGME needs schedules for all residents who will be assigned to the VA for ambulatory training. Deb Porter will assist with the VA credentialing process.