

Pre-Employment Task List

The Office of Graduate Medical Education has created this task list to help you organize the many details necessary to begin your residency or fellowship. It is very important that you comply with the instructions and complete each task. **Failure to do this according to the timeline in the sidebar may delay your start date, along with your pay and benefits.** There's a lot to do; so, let's get started!

Immediate

SOCIAL SECURITY NUMBER UPDATE

Log in to Onboarding Central (<http://vanderbi.lt/gmeoc>). Enter your social security number when prompted. We will need this information for the credentialing process and payroll.

I completed this task.

ELECTRONIC TASK LIST

To use the electronic version of this task list, log in to Onboarding Central (<http://vanderbi.lt/gmeoc>) and click "Pre-Employment Task List".

I completed this task or will be using this print version of the task list.

TRANSCRIPT REQUEST

- > I HAVE GRADUATED.
 - A. Request your medical school registrar send a final, official, original transcript to this address:
Vanderbilt Medical Center
Graduate Medical Education Office
c/o Audrey Patrick
2215 Garland Ave
209 Light Hall
Nashville, TN 37232-5283
 - B. Some institutions provide secure electronic delivery of official transcripts. These submissions may be made to audrey.patrick@vanderbilt.edu.
- > I HAVE NOT YET GRADUATED.
 - Make sure your registrar will send a FINAL (degree-awarded) transcript as soon as it is available.
- > I AM CURRENTLY A VANDERBILT MEDICAL STUDENT OR ATTENDED VANDERBILT MEDICAL SCHOOL.
 - The Graduate Medical Education office will email instructions in mid-April on how to expedite transcript delivery from VUSM.
- > I WENT TO MEDICAL SCHOOL OUTSIDE THE US.
 - If it is impossible to have an original transcript sent to us from that school, let us know (GME.Office@vanderbilt.edu), then bring your original transcript AND original diploma to the GME office as soon as possible. Mailed or emailed copies will not satisfy the requirement.

I completed this task.

BACKGROUND CHECK APPLICATION

1. An email from PEBC.VUMC@Vanderbilt.edu with a link to **VPAssure** will be sent to your personal email address on file. **If you have not received the email by May 1st, contact our office at gme.office@vanderbilt.edu.**
2. Read the directions in the email carefully and click on the link to complete all sections of the request.
3. On the Request Details Tab enter information in the following tabs:
 - i. Employment – list up to two (2) former employers starting with the most recent.
 - > I HAVE DONE/AM DOING A RESIDENCY/FELLOWSHIP
Residencies/fellowships are considered employment, so be sure to include your training institution as an employer.

- › I HAVE NEVER BEEN EMPLOYED BEFORE
You must still complete the online background check application even if you have not been employed previously. Enter “NA” in all required (pink highlighted) text fields and the year (ex: 2017) in the date fields.
 - ii. International Address History
 - › I HAVE NOT LIVED OUTSIDE OF THE US
Type “No” in the details field.
 - › I HAVE LIVED OUTSIDE OF THE US, AM A NON-CITIZEN OF THE US, OR WENT TO MEDICAL SCHOOL OUTSIDE THE US.
Include all previous addresses out of the US, where you have lived, in the International Address History section.
Very important: An International background screening will be processed on you. An additional email will be sent from Verified Persons (ogonzalez@verifiedperson.com). It is important to complete this immediately.
 - iii. Education Disclosure- list all higher level education schools you have attended, including schools outside of the US.
 - › I HAVE QUESTIONS ABOUT THE BACKGROUND CHECK PROCESS.
Contact Denysha Smith, Vanderbilt Background Administrator, by phone (615-875-9657) or email (PEBC.VUMC@Vanderbilt.edu)
 - › I AM HAVING TECHNICAL ISSUES WITH THE VPASSURE (VERIFIED PERSON ASSURE) WEBSITE
Contact Verified Person Support at 866-380-6100.
- I completed this task.

MAIL TO GME - AGREEMENTS, TRAINING CERTIFICATES, and DEA CERTIFICATE

1. Sign your House Staff Agreement (your contract) and VUMC Confidentiality Agreement in pen. These two documents are in the packet that was mailed to you.
 2. **Make copies of these two documents** and keep the copies with your original Salary Appointment Letter (you will need these for employment/income verification for loan applications, housing, etc.)
 3. Make a copy of any Training Certificates you have (certificates of completion of internship/residency/fellowship).
 4. In the GME Office-addressed envelope that is in the packet you received, mail the following items :
 - i. Your original signed House Staff Agreement and VUMC Confidentiality Agreement
 - ii. Copies of your Training Certificates (if applicable and currently available)
 - iii. Copy of your DEA Certificate (if you have a personal DEA # AND an active TN medical license).
- › I LOST/DON'T HAVE MY HOUSE STAFF, CONFIDENTIALITY AGREEMENTS. LET us know (GME.Office@vanderbilt.edu).
 - › I AM CURRENTLY IN TRAINING AND DON'T YET HAVE MY TRAINING CERTIFICATE.
Ask your current program if you will get your certificate before your Vanderbilt start date.
 - i. If yes, go ahead and send the rest of the items above in the GME envelope and e-mail us a copy of your certificate as soon as you get it (GME.Office@vanderbilt.edu).
 - ii. If no, training certificate must be submitted to GME once certificate is obtained.
 - a. Ask current program for and send us a letter that
 - states you completed or will complete training in the program,
 - includes your dates of training, AND
 - is signed by your current Program Director.
 - b. Make yourself a note to submit to the GME office once received.
 - › I DON'T HAVE AN ACTIVE TENNESSEE MEDICAL LICENSE.
Tennessee does not require you to have a medical license or personal DEA # while in training (though full license IS required for moonlighting). More information here: <http://vanderbi.lt/dea>
 - › I LOST/DON'T HAVE THE ENVELOPE ADDRESSED TO GME.
Use this address on any envelope: GME Office, 2215 Garland Ave, 209 Light Hall, Nashville, TN 37232-5283.

I completed this task.

RESUSCITATION

Go to the [Resuscitation Status](#) page in the portal and follow the steps below. See the [Resuscitation Requirements page](#) for information about required types.

1. Indicate your current resuscitation certification status.
2. Upload your current course completion cards. Approved Agencies for Resuscitation Training can be found: (<http://vanderbi.lt/gmeresuscitation>) or (<http://vanderbi.lt/gmeresdocs>). **Beware of resuscitation courses that are offered for a fee and are entirely online. They are a scam and not approved to meet VUMC requirements.**

You are encouraged to obtain the required Resuscitation training prior to arriving at Vanderbilt. If you are unable to obtain the required training in advance, please register for resuscitation training in the “Pre-employment Task List”. **Please note that ACLS and/or PALS do NOT satisfy the BLS-CPR training requirement.** All physicians are required to have current BLS-CPR certifications.

I completed this task.

IMMIGRATION VISAS

- > I AM AN INTERNATIONAL INCOMING HOUSE STAFF WITH OR NEEDING AN IMMIGRATION VISA.
 - > I AM SEEKING A J-1 VISA.
Work with GME and ECFMG to obtain the necessary immigration documents. Contact GME (GME.Office@vanderbilt.edu) to begin the process.
 - > I NEED AN H-1B, E-3 OR O-1 VISA STATUS.
Contact your Program Coordinator to begin the process. Once the Program Coordinator submits your information, you will receive a follow up email from VUMC Immigration Service’s Partner, Fragomen, Del Rey, Bernsen & Loewy, Immigration Law attorneys. This email will direct you to an online process to complete the application via the Vanderbilt Immigration Home Page.
 - > I HAVE GENERAL QUESTIONS ABOUT MY IMMIGRATION STATUS OR UPCOMING CHANGES TO STATUS WHEN BEGINNING RESIDENCY/FELLOWSHIP TRAINING.
Contact VUMC Immigration Services at immigration.vumc@vanderbilt.edu. Your question will be directed to the appropriate area for response. Please note that guidance can be provided on immigration matters related to Vanderbilt but cannot be provided on general immigration.

I completed this task or I am not an international or needing an immigration visa.

ORDER SCRUBS

Go to “Order Scrubs” in the online “Pre-employment Task List” (<http://vanderbi.lt/gmeoc>) and follow the directions to order scrubs.

I completed this task.

WHITE COATS

- > I AM ENTERING AS AN INTERN/RESIDENT WITH THE EXCEPTION OF ANESTHESIOLOGY.

Go to “Order Coats” in Onboarding Central (<http://vanderbi.lt/gmeoc>) and follow the directions to request your white coats.

- > I AM ENTERING AS A CLINICAL FELLOW OR A RESIDENT IN ANESTHESIOLOGY.
Your coats will be ordered by your program.

I requested my white coats or I am entering as a clinical fellow or resident in Anesthesiology.

NPI (NATIONAL PROVIDER IDENTIFIER) NUMBER

- › I HAVE AN NPI NUMBER.
Go to “Update NPI Number” in Onboarding Central (<http://vanderbi.lt/gmeoc>) and enter your NPI number.
 - › I DON’T HAVE AN NPI NUMBER.
 - i. Go to www.mc.vanderbilt.edu/gmeNPI and follow the instructions to apply for one. Be sure to choose type 1 (individual).
 - ii. Once you have received your NPI number, go to “NPI Number” in the Onboarding Central (<http://vanderbi.lt/gmeoc>) and enter it.
- I completed this task.

I-9 PROCESS – STEP 1

Begin your Form I-9 (Employment Eligibility Form) here: (www.mc.vanderbilt.edu/gmei9). All employees **MUST complete the I-9 process.**

- I completed Step 1 on the GME I-9 webpage.

UPDATE PERSONAL INFO

Go to “Update Personal Info” in Onboarding Central (<http://vanderbi.lt/gmeoc>) and make sure all personal/contact information we have for you is correct. Make updates here anytime your info changes (i.e. phone number, address, etc.).

- I completed this task.

NAME CHANGE

- › I HAVE/WILL HAVE A LEGAL NAME CHANGE BETWEEN THE DATE I COMPLETED MY APPLICATION AND MY START DATE.
 - i. Let us know (GME.Office@vanderbilt.edu) your new legal name (“First:____, Middle:____, Last:_____”).
- I completed this task or have not and will not have a legal name change in the time between applying and my start date.

CHECK RECEIVED ITEMS

1. Go to “Received Items” in the Onboarding Central. (<http://vanderbi.lt/gmeoc>).
 2. Follow up on items that GME hasn’t received.
- I completed this task.

CHECK VANDERBILT E-MAIL

Go here (<https://email.vanderbilt.edu>) to check your Vanderbilt e-mail at least weekly. Important e-mails from GME and other departments will be sent to your Vanderbilt e-mail.

Instructions for email name changes: Go to <http://www.vanderbilt.edu/accessvu/existing>, click “PII”, log in and update the personal information.

Once completed, send an email to it@vanderbilt.edu. In the email, explain that you just updated your PII and you now need to update your Display Name and Email address.

- I am checking my Vanderbilt e-mail at least weekly.

INTERNATIONAL TAX

- › I AM AN INTERNATIONAL INCOMING HOUSE STAFF.
Watch your e-mail for instructions from the International Tax Office to access the international tax database, and follow those instructions.
 - › I HAVE QUESTIONS ABOUT INTERNATIONAL TAX.
Contact the International Tax Office (ITOVUMC@vanderbilt.edu).
- I completed this task or I am not an international incoming house staff.

IMMUNIZATION & SCREENING FORM [DO NOT MAIL OR EMAIL FORMS]

1. Electronically gather copies of any immunization/test records that meet the criteria listed on the Immunization and Screening Form in this folder or here: (<https://prd-medweb-cdn.s3.amazonaws.com/documents/gme/files/ImmunizationandScreeningForm.pdf>).
 2. Fill out the Immunization and Screening Form.
 3. Upload the completed form and corresponding documentation to the New Employee website link: (<https://healthandwellness.vanderbilt.edu/all-aboard/i-have-health-records.php>)
- › I DON'T HAVE ALL REQUIRED IMMUNIZATIONS/TESTS THAT ARE LISTED ON THE IMMUNIZATION AND SCREENING FORM. Include documentation for all immunizations and tests you have. Occupational Health will provide the remaining necessary immunizations/tests during Orientation at no cost to you.
- I completed this task.

I-9 PROCESS – STEPS 2 and 3

Complete Steps 2 and 3 outlined on the GME I-9 webpage (www.mc.vanderbilt.edu/gmei9).

- I completed this task.

ACCESS TO INTERIM HEALTH INSURANCE

- › I NEED INTERIM HEALTH INSURANCE COVERAGE PRIOR TO MY START DATE AT VANDERBILT
- i. Your health insurance coverage at Vanderbilt will begin on your start date (start date/hire date is July 1st for most unless you are starting “off-cycle”). Vanderbilt GME is providing advanced access to information regarding interim coverage you can purchase if desired.
 - ii. If you need interim Health Insurance Coverage prior to your start date at Vanderbilt please contact **Marsh and McLennan Agency at 1-844-854-9142** and indicate you are an incoming House Staff member at Vanderbilt and will need quotes for short-term interim health insurance coverage **prior** to your start date.
- I completed this task or don't need interim health insurance coverage. I am aware that my health insurance benefits at Vanderbilt will begin on my start date/hire date.

IMMEDIATE ACTION ITEMS

Any item in the Items Due Immediately section that has not been completed is now past due. Double check to make certain you completed all immediate action items.

- I completed this task.

CHECK RECEIVED ITEMS

1. Go to “Received Items” in the Onboarding Central. (<http://vanderbi.lt/gmeoc>).
2. Follow up on items that GME hasn't received.

- I completed this task.

CHECK VANDERBILT E-MAIL

Go here (<https://email.vanderbilt.edu>) to check your Vanderbilt e-mail at least weekly.

- I am checking my Vanderbilt e-mail at least weekly.

ONLINE REQUIRED TRAINING MODULES- Modules will not be available until the first week of May.

All trainings must be completed BEFORE you begin clinical service. Go to (<http://vanderbi.lt/gmetrn>) and complete all training modules currently assigned to you. Please allow plenty of time as there will be multiple assignments depending on your program. This includes Inpatient Clinical Systems Training, which will take an additional 3 hours.

- I completed this task.

IMMEDIATE ACTION ITEMS

Any item in the Immediate Action section that has not been completed is now past due. Double check to make certain you completed all immediate action items.

I completed this task.

CHECK RECEIVED ITEMS

1. Go to “Received Items” in Onboarding Central (<http://vanderbi.lt/gmeoc>).
2. Follow up on any items that GME still hasn’t received.

I completed this task.

CHECK VANDERBILT E-MAIL

Go here (<https://email.vanderbilt.edu>) to check your Vanderbilt e-mail at least weekly.

I am checking my Vanderbilt e-mail at least weekly.

NEW HOUSE STAFF WEBPAGE

Go to the New House Staff webpage on the GME website and review the information there (www.mc.vanderbilt.edu/newhousestaff).

I completed this task.

ID CARD

Go to the Medical Center Card Services Office (D-2107 Medical Center North) to have your picture taken and ID card made (open 8:30am-12:30pm and 1:30pm-4:00pm, Tuesday-Friday. Mondays may differ.).

- › I WON’T BE ABLE TO GO TO THE CARD SERVICES OFFICE BEFORE ORIENTATION.
You MUST have your ID card by your start date, so plan to go to the Card Services Office the week of Orientation to have your picture taken and ID card made.
- › MY START DATE IS JULY 1, 2017 and won’t be able to go to the Card Services Office prior to July 1st, you will need to follow the instructions included in this link (<https://hr.mc.vanderbilt.edu/cardservices/photos.php>). Important note: we must have your photo uploaded by June 22, 2017 in order for you to have your badge the first day.

I completed this task or will have my ID card made the week of Orientation.

UPDATE PERSONAL INFO – LOCAL ADDRESS

Go to “Update Personal Info” in Onboarding Central (<http://vanderbi.lt/gmeoc>) and make sure all personal/contact information we have for you is correct, especially your local address if you now have it.

I completed this task and confirmed my local Nashville address.

HOUSE STAFF MANUAL

Review the House Staff Manual (policy manual) on the GME website here: (<https://prd-medweb-cdn.s3.amazonaws.com/documents/gme/files/HSManual.pdf>).

- › I AM CONSIDERING DOING SOME MOONLIGHTING WORK.
Be sure to read the “Extracurricular Professional Activity (Moonlighting)” policy and get formal written approval before moonlighting. Forms are on the GME website here: (www.mc.vanderbilt.edu/root/vumc.php?site=gme&doc=13511).

I completed this task.

RESPIRATOR FITTING

1. Review info about respirator fitting here:
www.safety.vanderbilt.edu/resources/hcs_respirator.htm.
 2. Complete the Particulate Respirator Approval Form included in the link below: [DO NOT MAIL] (https://www4.vanderbilt.edu/safety/respirator/pdf/appendix_3_n95_initial_fit-testing_form.pdf).
- › I HAVE FACIAL HAIR.

Your facial hair might disqualify you from fit-testing. Be sure to read this: www.safety.vanderbilt.edu/clinical/fittest_facialhair.pdf.

I completed this task.

PARKING

1. Review Information on Your Permit to Park in link below:
<https://prd-medweb-cdn.s3.amazonaws.com/documents/gme/files/PARKINGinstructions.pdf>.
2. Fill out the Parking Agreement included in link below : [DO NOT MAIL]
<http://www.mc.vanderbilt.edu/documents/gme/files/PARKINGagreement.pdf>

I completed this task or won't be parking at Vanderbilt (you can register for parking later if needed).

CREDO and PATIENT AND FAMILY PROMISE

Review Credo Behaviors (www.mc.vanderbilt.edu/documents/Elevatesite/files/CredoLetter.pdf) and the Patient and Family Promise (www.vanderbilthealth.com/main/42103).

I read the Credo Behaviors and the Patient and Family Promise and understand I am accountable for knowing and exhibiting these behaviors.

BRING TO ORIENTATION [DO NOT MAIL]

Print all of these items and complete where applicable.

1. Particulate Respirator Approval Form
2. New Employee Information Form
(<http://hr.vanderbilt.edu/forms/documents/NewEmployeeInfoForm.pdf>)
3. W-4 (<https://hr.mc.vanderbilt.edu/forms/2017W4.pdf>)
4. Identification documents for completing your I-9
(<https://hr.mc.vanderbilt.edu/i9/documents/I9-Acceptable-Documents.pdf>).
5. Parking Agreement (Make sure you fill in license plate number or take a photo of your license plate for reference.)
6. State-issued Vehicle Registration (any state)
7. Campus map - use an interactive web version here: (www.vanderbilt.edu/map/).
8. If your program rotates to the VA, two official IDs for VA Registration (i.e. Driver's License and Vanderbilt ID with full legal name – no nicknames) Check with your program coordinator if you don't know.

I completed this task.

ONLINE REQUIRED TRAINING MODULES – Training modules won't be available until the beginning of May

All trainings must be completed before you begin clinical service. Go to <http://vanderbi.lt/gmetrn> again and complete any additional training modules now assigned to you.

I completed this task.

TNCSMD

Register with TNCSMD (Tennessee Controlled Substances Monitoring Database). Follow the instructions here: <http://vanderbi.lt/gmetnscmd>. **YOU WILL NOT BE ABLE TO REGISTER UNTIL YOUR START DATE.**

I completed this task.

C2HR - DIRECT DEPOSIT and BENEFITS ENROLLMENT

1. Go to C2HR (Connect to Human Resources): www.vanderbilt.edu/c2hr.
 2. Select "Direct Deposit" and follow the instructions to set up direct deposit for your paycheck. You will need the following information for each account (8 max.) into which you want your check deposited: Bank name, Bank transit number, Bank account number, Account type.
 3. Select "Benefits Enrollment" and follow the instructions to enroll for your benefits.
- › I NEED MORE INFORMATION ABOUT BENEFITS OR ENROLLMENT.
Go to the HR Benefits page here: <http://hr.vanderbilt.edu/benefits/index.php#a2z>.

- › I HAVE QUESTIONS ABOUT DIRECT DEPOSIT, BENEFITS, OR OTHER HUMAN RESOURCES ITEMS.
Contact the Employee Service Center: 615-343-7000 or human.resources.vumc@vanderbilt.edu.

I completed this task.

MEDICARE PART D

If you do or might order or refer for Medicare Part D, you will need to enroll or update your information with Medicare. Follow the instructions here:

<http://www.mc.vanderbilt.edu/root/vumc.php?site=gme&doc=48516> YOU WILL NOT BE ABLE TO REGISTER UNTIL YOUR START DATE.

I completed this task.

That's all for now! We will keep in touch about any pending items and additional tasks before your start date and throughout your training. If you have questions about your transition to Vanderbilt house staff, you can e-mail (GME.Office@vanderbilt.edu) or call (615-322-4916). See you at Orientation! - GME Office