



GRADUATE MEDICAL EDUCATION
Stanton-Gerber Hall, VA Building 178
Wing A, Room 101
Phone: 423-439-8024 Fax: 423-439-8910

Incoming Trainee Onboarding Process Overview

*Below is information an incoming QCOM trainee will need in order to complete the “onboarding” process. After reviewing this document, if you have any further questions contact **Dakotah Phillips** in the GME office at phillipsdl@etsu.edu.*

****Please make an effort to come by the Office of Graduate Medical Education (Stanton-Gerber Hall, VA Building 178, Wing A, Room 101) prior to orientation as the I-9 form must be completed in person. Please also bring with you the original form of ID you choose to use from the approved I-9 document list which is provided on your New Innovations checklist and also on the incoming resident/fellow page. This will not only save you time on the day of orientation but will insure you are cleared to begin working with no delay in employment. This paperwork is required before you can be entered into the ETSU system. If you are unable to come by, make sure you provide the required documentation in the onboarding checklist and bring original documents when completing the I-9 paperwork.**

Orientation: The 2023 Office of Graduate Medical Education Resident Orientation will be Tuesday, June 20th and commences at 8:00 am in the small auditorium of Stanton-Gerber Hall, VA Bldg 178. Each specialty program will have scheduled training and events through June 30th. You will be notified by your respective program of the details. All incoming resident trainees must attend GME orientation on June 20th. A separate orientation will be provided to incoming fellow trainees who cannot arrive by that time due to commitment to their current training program.

QCOM Contract: The Quillen College of Medicine employment contract will be sent to you via your Program Coordinator. Your contract **MUST** have ALL original signatures. Once signed, return your contract back to your Coordinator as directed. When your contract has been received by the GME Office, it will then be uploaded to New Innovations, the resident management system listed below.

****You will be paid monthly, on the last working day of each month. Your wages must be direct deposited. Please follow the instructions per this step on your onboarding checklist.***

New Innovations: This is the management suite that we use at Quillen College of Medicine for distributing employment paperwork, schedules, tracking duty hours etc. You will receive an email from New Innovations at the time of your account creation with your login information. If you do not see it in your inbox, please check your spam.

NI Website: <https://www.new-innov.com/Login/Home.aspx>

Institution: ETSU

Username: Can't find it . . . contact your Program Coordinator for assistance

Password: Don't know it . . . click “Forgot password” for new one

Insurance: The effective date of your health, dental and vision insurance coverage is July 1st. If you have other coverage please complete a declination form with all required information.

*Please see the following checklist for all of the items that must be returned to the GME Office prior to your first day of employment.

Checklist: Employment paperwork will be distributed via New Innovations checklist module. Each checklist step has a due date and instructions. Please follow the instructions carefully. Not doing so can cause a delay in the processing of your paperwork – mail originals when requested and upload the rest. Please note, additional checklists and required documents will be requested by your individual program.

ONBOARDING CHECKLIST

(A brief overview)

- _____ Background Check Authorization
- _____ Personal Data Form
- _____ Provide social security card
- _____ Upload your ECFMG certificate, if applicable
- _____ If a visa holder Glacier paperwork is required and a copy of all visa documents
- _____ Complete the required New Innovations training modules
- _____ Complete and upload direct deposit form and voided check/or bank letter of account verification
- _____ Complete W4 tax form and I-9 documents (I-9 form must be completed in person)
- _____ Upload immunization record
- _____ Provide copy of medical school diploma
- _____ Apply for and provide National Provider Identification number
- _____ Complete all insurance health forms or provide documentation of decline
- _____ Complete photo release and sick bank and parking decal forms
- _____ Activate your ETSU email address (required to use this as your primary address during training)
- _____ Complete all hospital IT forms
- _____ Complete all required OSHA and IHI training modules and upload certificates