

To all new GWU Residents and Fellows,

On behalf of Dr. Harold A. Frazier II, MD, Associate Dean for Graduate Medical Education, and the GME Staff, we welcome you to GWU!

We are happy to provide details about the upcoming Orientations for new residents and fellows. Our format includes sessions posted to Blackboard, virtual sessions on Webex, and an in-person day to complete the requirements that cannot be done virtually.

We have posted information on Blackboard for you to review before Orientation. You will receive a link to the Blackboard site and to Webex. Please monitor your email for this information. You will need to log in to the GW Blackboard site with your GWU Net ID and password. We ask that you complete the sessions on Blackboard prior to the first day of your orientation. For international residents who have not yet arrived in the U.S., please complete the instructional videos on Blackboard and attend the Webex sessions if possible.

We look forward to meeting you online on the first day of orientation.

Please read on for information and instructions for Orientation and other important requirements that must be satisfied before you begin your training at GWU.

GME Orientation will take place as follows:

PGY 1 Residents: June 15, 16, and 17

June 15: Orientation will be held virtually, beginning promptly at 8:00 am on Webex. This is a full day of orientation. Attendance is mandatory, so please plan accordingly.

June 16 and June 17:

You will be assigned a day and a time to attend the in-person Orientation. This will take place at the GWU School of Medicine and Health Sciences, Ross Hall, 2300 Eye Street, NW, Washington, DC 20037. You will receive your respirator fit test, sign for your DEA number, and receive your ID badge, parking assignment, and white coat. You will then proceed to the GWHospital for ID badging and your health clearance. This will take about two hours

PGY 2/Fellows: June 30 (evening) and July 1

June 30: Orientation will be held virtually, beginning promptly at 6 pm on Webex. If you are unable to participate in the evening orientation, please inform our office. For the July 1 orientation, attendance is mandatory, so please plan accordingly.

July 1: You will be assigned a time to attend the in-person Orientation. This will take place at the GWU School of Medicine and Health Sciences, Ross Hall, 2300 Eye Street, NW, Washington, DC 20037. You will receive your respirator fit test, sign for your

DEA number, and receive your ID badge, parking assignment, and white coat. You will then proceed to the GWHospital for badging and your health clearance. This will take about two hours.

NOTE: You must complete all requirements of the virtual orientation and attend the in-person orientation on the day and time that you are assigned.

FAQs:

How do I log in to the Blackboard site?

You will receive a link via email from MedHub. You will use your GWU NetID and password to sign in to the site.

What is the dress code for Orientation?

- Business Attire is required; your photo will be taken for Hospital ID Badge and the resident directory.
- You are required to wear a mask. N95 respirators will be distributed for the fit test.

Where do I park for the in-person orientation?

Please park at the GW Hospital Visitor Parking garage. The entrance is located on H Street between 23rd and 22nd Streets, beneath the Science and Engineering Hall. Take a ticket as you enter and the GME office will provide you a pass to attach to your ticket when you exit at the end of the day. When exiting the garage, use the 23rd Street elevators.

You will receive your parking assignment along with your University ID badge at orientation.

What should I bring to Orientation?

- 1) Wear a mask
- 2) Bring a photo ID for initial access to Ross Hall
- 3) Bring documents to prove your identity and eligibility to work in the U.S. (see the section below on I-9 verification)
- 4) If you are an initial J-1 visa holder, you must bring your documents so that we can verify your arrival in the U.S.

How do I obtain a Health Clearance?

- Residents and Fellows must be cleared by Employee Health before you begin your clinical duties. Please follow the instructions you received in the email from Employee Health Services (EHS). If you did not receive an email with instructions from EHS, email Britney Camacho at employeehealthservices@gwu-hospital.com.
- Questions? The phone number for Employee Health is 202-715-4275 or email at employeehealthservices@gwu-hospital.com.

- Office Hours: Monday through Friday, 8:00 am – 12 Noon and 1:00-4:00 pm.

Medical Licenses:

Am I required to have a medical license?

- All residents are required to have a DC Medical Training License (MTL).
- If you have completed a residency program in the U.S. and are entering fellowship, you are required to have a full DC medical license.
- Your MTL or full DC license must be listed on the DC Board’s website as “active” for you to begin the training program and you must upload a copy of your license to MedHub.
- If you are rotating to affiliate sites in Virginia, please go to the Virginia Board of Medicine’s website and follow the instructions to complete the online internship/residency/fellowship application:
<http://www.dhp.virginia.gov/Boards/Medicine/ApplicantResources/ApplyforLicense/InternshipResidencyFellowship/>
- **How do I know if my licenses are “active”?**
You may search on the DC Board of Medicine and the Virginia Board of Medicine websites.
- DC: <https://doh.force.com/ver/s/>
- VA: <https://dhp.virginiainteractive.org/Lookup/Index>

University Employment Requirements:

How do I complete my I-9 (Employment Eligibility Verification)?

All new employees are required to complete this 2-step process by following the instructions provided when you received your GWID number. Please complete Part 1 online before orientation.

For Part 2, you are required to bring documents to present to the I-9 officials of the University to prove your identity and your work eligibility. You must complete this at the in-person orientation, or you will not be permitted to work.

What documents are acceptable to complete Part 2 of the I-9 process?

You will find a list at this website:

<http://www.uscis.gov/i-9-central/acceptable-documents>

GWID Number: This was emailed to you along with instructions for completing the I-9 verification and instructions for obtaining your NetID and GWU email address. Your NetID provides access to your GWU employee information, including payroll statements and W-2, and allows you to enroll in benefits.

GWU Email Address: You are required to obtain and to read your gwu email while you are a resident or fellow. There is an option to forward the gwu email to your personal email account.

What is the COVID vaccine requirement at GW?

GW [requires](#) all members of our community to be fully vaccinated with a U.S. FDA or World Health Organization-approved COVID-19 vaccine and booster; accordingly, your offer of employment is also contingent on your providing proof of vaccination before your start date. Information on how to get a vaccine and how to submit proof of vaccination on the medical portal can be found on the University [website](#).

NOTE: You must upload proof of vaccine and booster shot no later than June 1 in order to be cleared by your start date. Your campus access is controlled by the GWorld ID badge (including parking.... which is free to residents and fellows) and is tied to vaccine compliance.

GW will consider [limited exemptions](#) for medical or religious reasons. If you wish to request an exemption please complete the [exemption form](#) and return to gwuocchealth@mfa.gwu.edu no later than June 1. Please note that a request does not guarantee an exemption.

Salary:

When will I receive my first paycheck?

- You are paid bi-weekly. You must sign up for direct deposit no later than your first day of employment. Payroll checks are NOT issued; every employee is required to sign up for direct deposit. You should have received an email from the Payroll office with instructions.
- June attendees will receive their first pay on 7/8/2022 for 24 hours of GME Orientation.
- July attendees will receive their first pay on 7/22/2022 for 48 hours.

I am a resident/fellow on a J-1 visa. Am I required to pay taxes on my salary?

- You may exempt from paying certain taxes.
- International residents on the J-1 visa must submit information to the Tax Department through the [Foreign National Information System \(FNIS\)](#). To request a FNIS log-in ID and password please send an email to the Tax Department at tax@gwu.edu. State FINIS access in the subject line of the email.

Benefits:

Who Do I Contact If I Have Questions About Benefits?

If you have questions about your benefits prior to orientation, you should contact the GW Benefits office at [571-553-8382](tel:571-553-8382) or by email at benefits@gwu.edu.

You may review information concerning Benefits by clicking on this link to the benefits website: <https://benefits.gwu.edu/>

There will be a benefits session during the virtual orientation with HR and representatives from the plan providers available for questions. Please review the benefits information so you are prepared to ask appropriate questions at Orientation.

Questions for GME:

Who is the best person to contact in the GME Office if I have a question?

Here is a very brief summary of the responsibilities of each member of the GME staff based on the most frequent questions we receive from new residents:

- Dimond Preston – Verification of training, PSLF and other student loan processing, white coats, DEA numbers
- Kate Turner – MedHub questions, Cerner accounts, DC and Virginia medical licenses
- Stephanie Morgan – MedHub access, TPL with ECFMG for J-1 visa processing, including validation of arrival; contracts; EHS liaison
- Al Zebrowski – payroll and reimbursements
- Mary Mosby – New Resident Orientation, including Blackboard access and content; Educational activities of the GME Office, including Core Curriculum, Town Halls, Diversity events, GME retreats, and Chief Resident Orientation
- Mary Tucker – employment questions, administrative questions related to accreditation, GME policies, resident extended leave, requests for elective rotations, affiliate sites

FAQs for GWU Medical School graduates:

I'm a former GWU medical student – do I need to attend new resident orientation?

Yes, you are required to attend all sessions, virtual and in-person.

May I keep my student email address?

No, all residents are GWU staff and are required to have an employee email account. Your student email account becomes an alumni email and you will not receive employee emails on this account.

Will I be issued new GWID #?

No, your GWID # will remain the same.

Will I be issued a new GWorld ID badge?

Yes. You are now designated as staff.

Please feel free to reach out to any member of the GME staff if you have any questions.

Mary Tucker, Director, Graduate Medical Education - mtucker@gwu.edu

Mary Mosby, Assistant Director – mhmosby@gwu.edu
Stephanie Morgan, Program Manager – semorgan@gwu.edu
Dimond Preston, Program Coordinator, GME– dpreston29@gwu.edu
Katherine Turner, Program Coordinator, GME MedHub – turnerkate@gwu.edu
Al Zebrowski, Senior Accountant, GME – alzebrow@gwu.edu
Inga Ricks, Program Coordinator, Anesthesiology programs – ilr1@gwu.edu