

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 online sessions posted to Blackboard, plus two days of in-person orientation activities. You will receive a link to the Blackboard site before orientation. Please monitor your GW email for instructions and complete the Blackboard sessions before 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: Monday June 17th and Tuesday June 18th**

Orientation will be held in person both days Attendance is mandatory, so please plan accordingly.

Orientation will take place at the GWU School of Medicine and Health Sciences, Ross Hall, 2300 Eye Street, NW, Washington, DC 20037.

Please bring a photo ID for admittance to the building. You will receive your University ID badge and parking assignment on the first day of orientation. GME staff will also be checking your compliance with MedHub requirements, so please complete all requirements before June 17th.

➤ **PGY 2/Fellows: Monday, July 1st and Tuesday, July 2nd**

Orientation will be held in person both days Attendance is mandatory, so please plan accordingly.

Orientation will take place at the GWU School of Medicine and Health Sciences, Ross Hall, 2300 Eye Street, NW, Washington, DC 20037.

Please bring a photo ID for admittance to the building. You will receive your University ID badge and parking assignment on the first day of orientation. GME staff will also be checking your compliance with MedHub requirements, so please complete all requirements before July 3rd.

FAQs:

What is the dress code for Orientation?

Business Attire is required; your photo will be taken for Hospital ID Badge.

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.

Can I take Metro to orientation?

Yes, you can take the blue, orange, or silver line to the Foggy Bottom/GWU Metro station.

What should I bring to Orientation?

- 1) Bring a photo ID for initial access to Ross Hall
- 2) Bring documents to prove your identity and eligibility to work in the U.S. (see the checklist that was emailed to you by HR for additional information on the documents that are required)
- 3) If you are a J-1 visa holder, you must bring your original DS2019 and passport for I-9 verification and for verification of your arrival in the U.S., if required.

How do I obtain a Health Clearance?

- Residents and Fellows must be cleared by Employee Health by Orientation. 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 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, 7:30 am – 3:30 pm. The office is closed for lunch from 12:00-12:30 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>
- Complete the PDMP registration

University Employment Requirements:

Please read the New Resident Checklist that was emailed to you by HR. The checklist includes information and instructions for the following:

- GWID number and GW email
Note, GME requires you to obtain and 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.
- Employment Verification – I-9 Section 1 and Section 2
- Payroll and Tax forms, including information for visa holders
- GWeb information and tasks to complete
- Benefits

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

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. Instructions are included in the New Resident Checklist.
- June attendees **who** are internal medicine, ob/gyn, neurology, or anesthesiology residents will receive their first pay on 7/5/2024 for 40 hours for the week of June 22nd. Other PGY 1 residents will be paid 7/5/2024 for 16 hours of GME orientation plus any time spent in program orientations prior to July 1, 2024.
- July attendees will receive their first pay on 7/19/2024 for 40 hours.

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:

- Jasmine Robertson – 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 of orientation.

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

Jasmine Robertson, Program Coordinator, GME – jasmine.robertson@email.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