### St. Louis Children’s Hospital Pediatric Residency Program - New Intern Checklist

We have compiled a list of items that need to be completed before you start residency. **Most information will need to be completed and uploaded through New Innovations.** Your log in and password will be provided to you by **March 22.** You can find a lot more information on our website: [http://peds.wustl.edu/residency](http://peds.wustl.edu/residency). Please contact Darren Murphy in the House Staff Office if you have any questions. You can email Darren at drmurphy@wustl.edu or call him at (314) 454-4785.

<table>
<thead>
<tr>
<th>Item/Information</th>
<th>Comments/Instructions</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>1. Personal Information Form</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>3/24/2021</td>
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<tr>
<td>2. Summer Travel Plans</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>3/26/2021</td>
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<td>3. COPE Questionnaire</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>4/1/2021</td>
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<td>4. Electronic Confidentiality Agreement</td>
<td>Form and instructions found in New Innovations.</td>
<td>3/24/2021</td>
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<tr>
<td>5. Code of Conduct &amp; Acknowledgment</td>
<td>Form and instructions found in New Innovations.</td>
<td>3/24/2021</td>
</tr>
<tr>
<td>6. Background Check</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>April</td>
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<tr>
<td>7. Medical License - Missouri</td>
<td>SLCH GME office (Charlene Lanuis) will email you an application for a temporary Missouri Medical License. Complete and return immediately, using the instructions they provide in the email.</td>
<td>Early April</td>
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<tr>
<td>8. Vacation/Holiday/Schedule Requests</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>4/19/2021</td>
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<tr>
<td>9. Schedule Occ Health Screening, Badging and HR Meeting</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>May</td>
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<tr>
<td>10. Begin Search for a New Home</td>
<td>Employment verification, let Darren know. He will provide you with a letter.</td>
<td>April/May</td>
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<tr>
<td>11. Pre-Placement Physical Paperwork</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>May</td>
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<tr>
<td>12. White Lab Coats</td>
<td>Darren will email you information and instructions for ordering.</td>
<td>May</td>
</tr>
<tr>
<td>13. NRP Certification</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>May/June</td>
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<tr>
<td>14. PALS Certification</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>May/June</td>
</tr>
<tr>
<td>15. Banking - Direct Deposit</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>6/14/2021</td>
</tr>
<tr>
<td>17. EPIC</td>
<td>Follow instructions found on the checklist in New Innovations.</td>
<td>June</td>
</tr>
<tr>
<td>18. BJC Benefit Enrollment Guide</td>
<td>You will find a link on the Peds Website &amp; New Innovations for the Benefit Guide. Please read/review.</td>
<td>June</td>
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</tbody>
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#### Other Important Information to Remember

- **Schedule COPE interviews**: Becky Jones will contact you with information on how and when to schedule your interviews with COPE preceptors. As a general timeline, these are completed during the first part of June before orientation.
- **Intern & Chiefs Welcome Party**: TBA - Welcome Party hosted by your Chiefs Residents. More information will be provided later.
- **Orientation (and beginning of payroll!)**: June 14-30, 2021 – Detailed schedule coming soon!
- **Occupational Health and HR Appointments**: June 14-16, 2021
- **First Day of Rotations**: July 1, 2021