

St. Louis Children's Hospital Pediatric Residency Program: New Intern Checklist

This list of items needs to be completed before you start residency.
Most information will need to be completed and uploaded through Qualtrics - see links below.
 You can find more information on our website: <http://peds.wustl.edu/residency>
 Please contact Nikki Hollander (nikki.hollander@wustl.edu) in the Pediatric Residency Program office if you have any questions.

To Do:	Qualtrics Link	Due Date
Patagonia Jacket and/or Vest Ordering + T-Shirt Size	See attached document with Patagonia options and size guide. Make your order selection at this link: https://wustl.az1.qualtrics.com/jfe/form/SV_cWKPTX42gB0G2y	Monday, March 18, 2024
Personal Information Form	Please complete this as soon as possible. Once completed, we will begin the process of setting up your WUSTL Key https://wustl.az1.qualtrics.com/jfe/form/SV_afwL2FM8waV12u	Wednesday, March 20, 2024
Miscellaneous Information	Phonetic Name Spelling, Summer Travel Plans, Dietary Restrictions/Preferences, STL Arrival Date, Proof of Identification Upload, ECFMG Certification Upload, Immunization Record Upload https://wustl.az1.qualtrics.com/jfe/form/SV_4DXpQnz#3D9LaC	Friday, March 29, 2024
Community Outpatient Practice Experience (COPE) Questionnaire	You will be matched with 3-4 COPE preceptors based off of your preferences to interview with before and/or during orientation. When all interviews are complete, you and your preceptor candidates will rank each other. You will be matched with a preceptor using our ranking match system. https://wustl.az1.qualtrics.com/jfe/form/SV_1LD8qW0HKG6Sck	Friday, March 29, 2024
Compliance Responsibilities & Code of Conduct Acknowledgment	https://wustl.az1.qualtrics.com/jfe/form/SV_ctHxxvlnzchMZYQu	Friday, March 29, 2024
BJC Benefit Enrollment Guide	Your benefits will begin on Monday, June 10 Your health insurance selections will be retroactive beginning 6/10/24. https://wustl.az1.qualtrics.com/jfe/form/SV_cuNZ7C5Wk40k	Friday, March 29, 2024
NRP, PALS, and BLS Certifications	Everyone is required to have current NRP, PALS, and BLS certifications. If you don't have current certifications, you will be scheduled for these classes during orientation. Please indicate your certification statuses at this link: https://wustl.az1.qualtrics.com/jfe/form/SV_eE9NMfvzjPhTAW	Friday, March 29, 2024
Vacation/Holiday/Schedule Requests	You will receive an email from pedschiefresidents@wustl.edu with a Qualtrics link to complete your scheduling requests.	Monday, April 8, 2024
Occupational Health Paperwork	See PDF attached to this email. Please complete everything on the provided paperwork EXCEPT your signature. They will ask you to provide your signature on the paperwork during your occupational health/HR appointment. Please upload your completed paperwork at this link: https://wustl.az1.qualtrics.com/jfe/form/SV_c5XA4yvGPI4dbU	Friday, May 31, 2024
Vehicle Registration	https://wustl.az1.qualtrics.com/jfe/form/SV_73ChTP1o8SLjBQa	June 1, 2024
White Lab Coat and Scrub Ordering	You will receive an email from you class coordinator, Danielle Fraser, with details for ordering by the end of March	Order Window: TBA

Other Important Information

Beginning of Payroll	Your first day of payroll and health coverage is Monday, June 10 .
Occupational Health Screening, Badging, and HR Meeting	June 10, 11, and 12 We will schedule an appointment time for you based on the date you plan to arrive in St. Louis. Please look for an email with more detailed information from your class coordinator, Danielle Fraser.
Orientation	In person orientation will begin on Thursday, June 13 . We will provide the full schedule with detailed information soon. You are required to attend all days of orientation (June 14-June 30).
Begin Search for a New Home	To help you get started, we've compiled a list of real estate and rental information on the Pediatrics Residency website (https://pediatrics.wustl.edu/items/real-estate-information/). Your class residency coordinator, Danielle Fraser, will send you each an employment verification letter on Monday, March 18.
Banking - Direct Deposit	Direct deposit is mandatory to receive paychecks from St. Louis Children's Hospital. This must be in place before your HR meeting in June. There is a list of nearby banks on the Pediatric website (https://pediatrics.wustl.edu/items/banking-information/). <i>Although, any bank is appropriate, even if it isn't located in St. Louis.</i>
Additional Information for PALS, NRP, and BLS	<u>PALS</u> : You will receive an email in May with instructions on how to access the required paperwork via the AHA Heartcode PALS Training Modules online and eBook. <u>NRP</u> : We will provide you instructions via email on how to obtain the NRP textbook via PDF and how to complete the online modules and pre-test. You can take the pre-test online between May 20-June 20. You may not begin residency until you pass NRP.
Epic - Electronic Medical Record Training Modules	Our electronic medical record requires online training before the in-person training during orientation. You will receive more information about these training modules in May.
GME OnBoarding Personal Information Checklist (New Innovations)	You will be assigned a separate checklist from our GME Consortium regarding your personal/demographic information and other onboarding modules required by GME. You should receive this checklist in mid-July, and it will be due in August. More information to come. <i>This will be assigned through New Innovations (our consortium's evaluation system).</i> <i>Danielle Fraser will send you an email with your username and password by Monday, April 1. Please keep this information available. You will need it for the next three years.</i>
Background Check	You will receive an email from Sterling Background on behalf of BJC Healthcare sometime in late March/early April. This email will contain instructions on how to complete your background check.
Missouri Medical License Application	In late March, you will receive an email from the SLCH GME office (slchgme@bjc.org) regarding your temporary Missouri Medical License application. She will provide you with instructions on how to complete and return the application.
SLCH Online Compliance Modules (Saba)	More information will be available later regarding the required compliance modules. <i>These modules will be assigned through the Saba system.</i> <i>Danielle Fraser will send you an email with your BJC NT ID and password information when it becomes available. You will need that information to complete these modules.</i>
Schedule COPE Interviews	Once you complete your COPE questionnaire (included in the checklist above), our COPE Director, will match you with three-four preceptors to interview with. You can schedule your interviews during orientation when you have free time (the schedule will be sent out once it's complete). After your interviews, you and your preceptor options will rank each other to be matched.
Intern Welcome Party	TBA - Welcome Party hosted by your Chief Residents during orientation. More information will be provided later.
First Day of Rotations	Saturday, July 1, 2024

OPTIONAL

Dr. Tony Dao is the Director of OUTmed, an LGBTQIA+ group for all Washington University faculty, residents, and staff. Its mission is to increase visibility of the LGBTQIA+ community, foster networking and mentoring opportunities, and promote sexual and gender minority focused research and patient care. <i>The survey is optional and confidential, and all responses are helpful regardless of your identification.</i> By filling it out, you help OUTmed implement and sustain diversity initiatives that support the needs of the residency and institution.	https://wustl.az1.qualtrics.com/jfe/form/SV_2nRqm92FEwJlhw
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