

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>. 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

✓	Item/Information	Comments/Instructions	Due Date
1.	Personal Information Form	Follow instructions found on the checklist in New Innovations.	3/24/2021
2.	Summer Travel Plans	Follow instructions found on the checklist in New Innovations.	3/26/2021
3.	COPE Questionnaire	Follow instructions found on the checklist in New Innovations.	4/1/2021
4.	Electronic Confidentiality Agreement	Form and instructions found in New Innovations.	3/24/2021
5.	Code of Conduct & Acknowledgment	Form and instructions found in New Innovations.	3/24/2021
6.	Background Check	Follow instructions found on the checklist in New Innovations.	April
7.	Medical License - Missouri	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.	Early April
8.	Vacation/Holiday/Schedule Requests	Follow instructions found on the checklist in New Innovations.	4/19/2021
9.	Schedule Occ Health Screening, Badging and HR Meeting	Follow instructions found on the checklist in New Innovations.	May
10.	Begin Search for a New Home	employment verification, let Darren know. He will provide you with a letter.	April/May
11.	Pre-Placement Physical Paperwork	Follow instructions found on the checklist in New Innovations.	May
12.	White Lab Coats	Darren will email you information and instructions for ordering.	May
13.	NRP Certification	Follow instructions found on the checklist in New Innovations.	May/June
14.	PALS Certification	Follow instructions found on the checklist in New Innovations.	May/June
15.	Banking - Direct Deposit	Follow instructions found on the checklist in New Innovations.	6/14/2021
16.	MedRisk	Follow instructions found on the checklist in New Innovations.	6/25/2021
17.	EPIC	Follow instructions found on the checklist in New Innovations.	June
18.	BJC Benefit Enrollment Guide	You will find a link on the Peds Website & New Innovations for the Benefit Guide. Please read/review.	June
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	