Oregon Health & Science University
Graduate Medical Education

2023 Welcome Booklet

OHSU

OHSU

Dear Incoming House Officer,

Welcome to Oregon Health & Science University (OHSU)! We are very pleased that you will be joining our professional staff in 2023 for the next chapter in your medical education.

This booklet is full of essential information for you to begin your training program at OHSU. You will find information regarding various tasks you will need to complete before arriving at OHSU, as well as a section of resources including information on benefits, parking and more. Please review the checklists in each section and complete all items listed.

You should have already received an email from MedHub containing a personalized link to your GME Onboarding dashboard. All components included in the MedHub GME Onboarding dashboard are due by **Friday, 4/7/2023.**

If we can be of further assistance, or if you have any questions about the information or items in this booklet, please contact us at gme@ohsu.edu, or visit the GME webpage at http://www.ohsu.edu/gme.

Again, welcome to OHSU!

Sincerely,

The OHSU Graduate Medical Education Team

gme@ohsu.edu

503-494-8652

School of Medicine

Office of the Dean
Mail code: L102
3181 S.W. Sam Jackson Park
Portland, Oregon 97239-3098
tel 503 494-8220
fax 503 494-3400

Graduate Medical Education
Mail code: L579
tel 503 494-8652
fax 503 494-8513

Office of Admissions
tel 503 494-2998

Continuing Professional Development
Mail code: L602
tel 503 494-8700
fax 503 494-0392

Development and Alumni Relations
tel 503 494-0723

Education and Student Affairs
tel 503 494-8228

Graduate Studies
tel 503 494-6222

TABLE OF CONTENTS

GME ONBOARDING

CHECKLIST OF TASKS

The following pages include information about forms and tasks necessary to your employment and training at OHSU. The forms are all included in the Onboarding dashboard in MedHub. You should have received an email from MedHub with a personalized link to your GME Onboarding dashboard. Please use that personalized link to login to MedHub and complete all forms and tasks.

Unless otherwise noted, on forms requiring an address, please indicate your current address, even though it may be changing shortly.

Items to be completed by March 21, 2023:
- ☐ Current Contact Information Form via MedHub
- ☐ Lab Coat and Scrubs Form via MedHub

Items to be completed by April 7, 2023:
- ☐ Incoming Information Form via MedHub
- ☐ Review and electronically sign OHSU Contract/Appointment Agreement via MedHub
- ☐ Submit OHSU background check via Advanced Reporting
- ☐ Complete drug screening via A WorkSafe Services
- ☐ Complete Occupational Health Requirements
- ☐ Apply for Oregon medical license
- ☐ Apply for NPI number
- ☐ View online learning modules via Echo 360
- ☐ Upload passport-style photo via MedHub
- ☐ Review and indicate acceptance of all policy forms in MedHub
- ☐ Upload copies of ACLS/BLS/PALS/NRP cards and Medical School Diploma via MedHub (if you have them

VA Items to be completed by April 7, 2023:
If your program rotates at the VA you will receive direct communication from the VA about what to complete for your onboarding with them.

MedHub and your Onboarding Package

MedHub is OHSU's Residency Management System and is used to manage mandatory onboarding requirements prior to your hire. You will also be using this system throughout your training at OHSU for additional tasks (viewing and completing evaluations, recording work hours, etc.) You will receive more information about this at your GME orientation.

You should have received an email from the MedHub system containing directions and a unique link to access your onboarding package. Log in to the onboarding package using your last name (this is not case sensitive):

> To log in, please enter the following information.
>
> YOUR LAST NAME:
>
> [   ]
>
> **Submit**

Review the instructions for each task listed and complete all items in your onboarding package. You can exit the onboarding dashboard and return to finish later by using the unique link in your MedHub email. If working in a multi-question form, be sure to save your progress before exiting the window.

Some documents may be completed online directly via MedHub:

> Make sure to **click the blue FINISH button** at the end of each form to submit your information. The forms will not be submitted until you click the **FINISH** button.
>
> Clicking on "SAVE" will save your work but exit you from the form without submitting. Submission is complete once you see the green check marks on this page.
>
> **2023 Current Contact Info Form**   Fill Out Online   ❌   ❌
>
> **2023 Lab Coat and Scrub Form**   Fill Out Online   ❌   ❌

Some documents may need to be processed outside of this dashboard. We have provided downloadable instructions for completing each of these items in both this booklet and the MedHub onboarding package. After following the directions and completing the item, return to the MedHub dashboard to select the "I Completed This" button:

> The following required online training videos are directly related to your role as a clinical provider and an OHSU employee. These videos provide additional information that may not be covered at your GME Check-In session.
>
> Follow the instructions in the PDF below (also found in the Welcome Booklet) and mark complete once all modules have been viewed.
>
> 📄 **Online Training Modules via Echo360 Instuctions**   I Completed This   ❌   ❌

Some items require a file to be uploaded:

> **Upload Photograph**   Upload File   ❌   ❌

When an item is complete and has been submitted, you will see a green check mark:

| 2023 Current Contact Info Form | Revise Form | ✅ | ❌ |

Some of these forms require processing by the GME office. Once the form has been processed, you will see a second green check mark:

| 2023 Lab Coat and Scrub Form | Print Form | ✅ | ✅ |

If you run into any issues or have any questions regarding MedHub or your onboarding tasks, please contact the GME office at gme@ohsu.edu or 503-494-8652.

OHSU Background Check and
Pre-Employment Drug Screening

- **You must respond to the background check request e-mail from Advanced Reporting within 5 days of receipt.**

- **You must complete your pre-employment drug screen within 2 days of receiving the e-mail from A Work Safe Services.**

BACKGROUND CHECK

You will receive an e-mail from Advanced Reporting, OHSU's background check vendor, **on approximately April 4, 2023**. The e-mail will contain a secure, one-time use link. You will link to Advanced Reporting's secure portal where you will complete the authorization and disclosure and enter personal information. This enables Advanced Reporting to complete the background check. Please allow at least 15 minutes to enter your personal information for your background check. Once you begin entering your information, you must complete it within that session. Keep in mind, this link will expire in 5 days. For technical difficulties with your background check, please contact Advanced Reporting at (888) 375-0451.

It is important to submit your information as soon as possible to ensure a quick turnaround, so that you may be cleared for work.

If you do not receive the Advanced Reporting e-mail by April 8, please check your junk or spam folders. If it is not found, please e-mail Advanced Reporting at ohsubackgrounds@advrep.com.

PRE-EMPLOYMENT DRUG SCREENING

Your pre-employment drug screen will be coordinated by A WorkSAFE Service Inc. If testing within the State of Oregon A WorkSAFE Service Inc. will send you an e-mail with a list of collection sites. This list will include the collection sites name, address, phone number, and hours of operation. If you are testing outside the State of Oregon the e-mail they provide will include an attachment with a bar code. The attachment will also include the collection site name, address, and phone number. Please take a printed copy of your e-mail to the collection site. **You have 2 days upon receipt of the e-mail to go to the collection site and complete your drug screen**. If the e-mail is not in your inbox please check your spam/junk folder. If not found, please e-mail A WorkSAFE Service at tiffanyfarrior@aworksafeservice.com. If you have any address change in the process, please e-mail A Work Safe Service.

Employment shall not be finalized except upon completion of a negative drug screen result, which includes marijuana screening. Despite Oregon state law regarding marijuana use and possession, OHSU will continue to adhere to federal law and maintain a zero-tolerance policy in this regard. Test results are confidential as required by federal and state laws. OHSU pays for pre-employment drug screen testing.

Occupational Health Requirements

Dear New Trainee,

Welcome to OHSU! Occupational Health is OHSU's centralized resource for ensuring that you are able to perform your job duties safely in the workplace. Required actions **must** be completed prior to arrival at your GME Check-in Session.

Required Actions:

1. Activate your Enterprise Health account

You will receive an email with instructions and an activation code for setting up an account in Enterprise Health, OHSU's Occupational Health system. Please watch for an email from <DoNotReply@ohsu.edu> with the subject line "Portal activation instructions" **(and please be sure to check your junk mail folder).**

Follow the instructions in the email for "New user registration" to activate your Enterprise Health account. If you need assistance, email occhealth@ohsu.edu.

2. Upload documentation of your COVID-19 vaccination

As noted in your offer letter, you must be fully vaccinated against COVID-19 prior to starting work. Fully vaccinated means you have received both doses of a two-dose, or one dose of a single-dose, FDA- or WHO-authorized COVID-19 vaccine and at least 14 days have passed since your final dose of COVID-19 vaccine.

3. Upload documentation of all other past immunizations/titers you've received (HepB, MMR, Varicella, Tdap, TB screening).

Once you have activated your Enterprise Health account upload your past immunization records on the "Forms/Surveys/Documents" tab.

4. Complete your necessary Health Assessment Surveys.

Responses to these surveys help us identify potential risks and the appropriate tests, immunizations and other procedures to keep you healthy and safe while at work.

What to expect at your GME Session for Occupational Health Requirements:

Occupational Health will be performing the TB Screening using the Quantiferon Gold (QFN – IGRA), N95 fit testing, immunizations, and blood draws as needed.

If you have any questions, please feel free to contact Occupational Health at any time. We look forward to meeting you!

Oregon Medical Board (OMB) Online Medical License Application

All residents and fellows must have an Oregon medical license prior to beginning training and must maintain a license throughout training.

You may have either a **Limited License (MD/DO Postgraduate)** or an **Unlimited License (Full Permanent MD/DO License)**.

OHSU PAYS FOR ALL LIMITED MEDICAL LICENESES.

NOTES FOR FELLOWS:

- Apply for either a **Postgraduate Limited License** or an **Unlimited Full Permanent License**, do NOT apply for the MD Fellow License.

- Some specialty boards require that you have an unlimited license to take your board exams. Please check with your specialty board to ensure you get the correct type of license. (For Example, Pediatrics Fellowships requires fellows to have an unlimited license.)

Basic application information, eligibility requirements and other general information is available on the OMB webpage under the "Licensing" heading:
http://www.oregon.gov/omb/licensing/Pages/MD-DO-DPM.aspx

Check your Status

We recommend you check the status of your license application two weeks after submission. Go to the OMB website at http://www.oregon.gov/omb. Under Applicant/Licensee Services choose "Check my application status" and log in using your application ID and password.

Questions

If you have any questions about the license application or your current status please call the Oregon Medical Board directly, at 971-673-2700 or email the OMB, at licensing@omb.oregon.gov. They are open M-F from 9 a.m. - 12 p.m. and 1 - 3 p.m. PST.

Postgraduate Limited License Instructions:

1. To apply, follow the link in your MedHub Onboarding dashboard to the Oregon Medical Board's website (www.oregon.gov/omb).
   a. New users will have to register.
   b. Save your OMB password for future use. You will need it to log back in to the system.
2. After registering on the site, select your profession → Limited Temporary License → MD/DO Postgraduate-RESIDENT (even if you are a fellow).

3. Put OHSU for your HOME, MAILING and PRACTICE address:

OHSU

3181 SW Sam Jackson Park Rd. L-579
Portland, OR 97239

NOTE: The address you list is public information, which is why we ask that you enter the above OHSU address for your HOME, MAILING, and PRACTICE address.

4. Under "Intended Oregon Practice Location" indicate "OHSU"– in this exact abbreviated format.

5. Start and end dates for license should span 13 months:

   a. Example: If your contract start date is 7/1, license dates should be: **7/1/23 – 7/31/24**

6. Enter your Medical/Osteopathic school information.

7. Under "Postgraduate Training", click the "update" button. Include your prior training, if any, as well as the training you will be doing for academic year 2023-2024. In the training program box, indicate "OHSU".

8. Enter licensing exam information, even if scores are pending.

9. Enter specialty information. If you do not see your specialty listed, choose the closest substitute and then email the OMB (licensing@omb.oregon.gov) to give them your exact specialty information

10. Under "Licensure History" enter all health related licenses for which you have ever applied.

11. Under "Employment" list all medically related employment outside of a training program, including any moonlighting.

12. Complete all personal history questions, including explanations if needed.

   PLEASE NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED. Please review the online status report often, as this is how the OMB will communicate the type of required documents if

necessary. This could lengthen your application approval time, so submit your application as early as possible for review.

13. Chronologically list all of your activities since completion of medical school that are not already listed in the "Postgraduate Training" section. This should include any gaps over one month in length.

14. Submit a photo to Licensing@omb.oregon.gov or upload directly to application portal.

    a. You will need to submit a passport-style photo taken within the past 90 days. You cannot utilize a previous submitted photo. Please send directly to the Oregon Medical Board in order to complete your application. This does not have to be a professional portrait, but should have a plain background. This photo is not posted so "selfies" are acceptable.

15. In the **Required Documentation Checklist,** where you see "If you are appointed at summer start time, request your name on the list…", you **do not need to request** to be added to the list. GME has already submitted your name to the Oregon Medical Board as a new trainee with OHSU.

16. Record your Application number and remember your password. This is your login to the OMB site.

17. Check the "Attestation/Certification Statement" box and "SUBMIT".

18. Payment:

    a. **Limited Licenses → Select "pay by mail"; GME will send payment on your behalf.**
    b. **Unlimited Licenses → Pay OMB licensing fees online at the time of your application.**

    After you select "pay by mail", you will be redirected to the homepage. Your application has been submitted, and you should see your license processed with in a few weeks. You may keep an eye on your OMB profile for messages from OMB staff regarding any additional documentation they are needing from you.

19. Once you receive the approval email from the Oregon Medical Board, you will then be able to log back into your record and print your certificate of registration from the green box illustrated below.

    a.
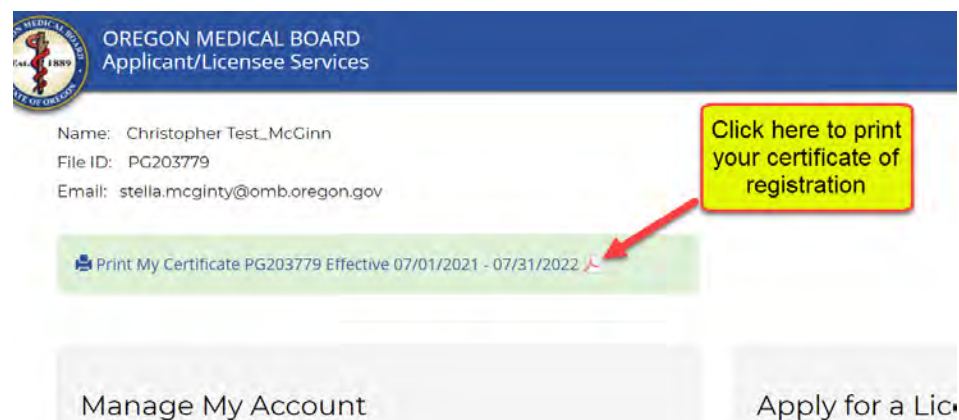
    b. **Once downloaded, upload a copy to your Medhub onboarding package.**

Unlimited Full Permanent License:

If you are interested in obtaining instructions and reviewing eligibility for an unlimited license please view the OMB website: http://www.oregon.gov/omb. **Before you apply for an unlimited license, please contact the GME office to obtain permission, as the OMB will require a letter from us allowing you to apply while you are in our postgraduate education program.**

You will need to start this process <u>as early as possible</u>. Allow **at least twelve weeks** for completion of the unlimited license application. If you are interested in obtaining an Unlimited License effective 7/1/2023, you will need to have the application submitted to the OMB by **early April**. Be sure to track the completion of your application on the OMB's On-line Status Report (OSR) to ensure it is issued in time for your start date. As there are several factors that may lengthen the unlimited license application process, please be aware that a full license may not be issued to you by 7/1/2023. In that case, please call GME to discuss options.

<div style="border:1px solid black; padding:10px">

If you are on a visa, or planning to have a visa, you cannot have an unlimited license or moonlight.

You will need an unlimited license if you plan on moonlighting. You may also need an unlimited license to sit for your specialty boards. Double-check with your boards to determine this. **If you are on a Visa please reach out to the GME office before applying for an unlimited license.**

</div>

Oregon Medical Board
Beginning the Licensure Process

OMB Licensing Staff

Information & Resources

For basic application information regarding eligibility requirements, and to obtain other general information regarding licensure and license types: **oregon.gov/omb/Licensing/Pages/default.aspx**

Apply for a license, either limited or unlimited: **omb.oregon.gov/login**

New to the system? You will be required to register. Please save your password to log in for all future licensure needs.

If applying for an unlimited license, the OMB requires you to check with your GME office first. Please provide a statement regarding this when submitting your application to the OMB, as OMB staff will contact you if you have not.

Once you have submitted an application, please utilize the Online Status Report (OSR) - this is how the Board communicates with you regarding your application. This may be reviewed by logging in to the Applicant/Licensee Services page on the Board's website: **omb.oregon.gov/login**

Things to Remember

Ensure that you are submitting the correct application, as all applications are non-refundable, non-transferrable, and cannot be prorated

All applications are kept on file for one year to allow for completion.

Carefully read and answer all personal history questions on the application. Affirmative answers may require additional documentation to come directly from source. Always err on the side of caution and disclose.

Utilize the Board's Call Center for any questions regarding the application process:

• **971-673-2700** (M-F, 9 a.m. – Noon & 1 p.m. – 3 p.m.)
• **licensing@omb.oregon.gov**

The Board is excited for you and your future in medicine!

National Provider Identifier (NPI)

The Centers for Medicare and Medicaid Services (CMS) requires that all care providers have a National Provider Identification (NPI) number. OHSU requires you to obtain an NPI for prescribing in our electronic medical record system, EPIC. Please apply now for your NPI and provide it to GME via your MedHub Onboarding dashboard. This will ensure your smooth transition to practice patient care at OHSU. This NPI is unique to you and will remain the same throughout your career.

If you do not have a US Social Security Number, you will not be able to apply for an NPI at this time. Please skip this task until you have received a US Social Security Number.

Each provider will receive a unique NPI. It is a 10-digit number that is intelligence free, meaning it does not contain any information about the provider, such as specialty or place of practice. It does not cost anything to obtain an NPI. Since it is a permanent number, changes in practice location, license status and other demographic information about the provider need to be reported to CMS **within 30 days** of the change. If you already have an NPI number please update the practice address to OHSU once you move.

The NPI will be used in electronic medical record systems to streamline processes and reporting.

To apply online, go to: NPPES (https://nppes.cms.hhs.gov) and follow the steps to create a new account or amend existing account.

Here is a list of information you will need to complete the application:
- Select "individual" for provider type.
- Provider Name (you)
- SSN
- Provider Date of Birth
- Country of Birth
- State of Birth (if Country of Birth is U.S.)
- Provider Gender
- Sole Proprietor (please mark NO, this is for people who are self-employed)
- Mailing Address (use OHSU's mailing address, not your personal home address)
  <div align="center">

  OHSU
  3181 SW Sam Jackson Park Road
  Portland OR 97239
  503-494-8211
  </div>
- Practice Location Address and Phone Number (OHSU)
- Taxonomy (Student, Health Care 390200000X)
- State License Information (Not required with student taxonomy information)
- Contact Person Name (you)
- Contact Person Phone (you)
- Contact Person Email (you)

For NPI technical support contact 1-800-465-3203 or email customerservice@npienumerator.com

Online Training Modules via Echo360

The following required online training videos are directly related to your role as a clinical provider and an OHSU employee. These videos provide additional information that may not be covered at your GME Check-In session.

This requirement of your MedHub onboarding package is hosted through OHSU's media system Echo360. Please follow the below instructions to access your Echo360 account and view the required learning modules. For screenshots of the below instructions see your MedHub onboarding package.

1. Go to https://echo360.org/directLogin. Your account has already been created for you, but you will need to create a password.

2. Click on "Forgot your password?"

3. Enter email address and click "SEND EMAIL"

4. Check email inbox/junk folder entered in step 3, for an email from *donotreply@echo360.org* with subject "Echo360 password reset"

5. Click the big blue "RESET PASSWORD" button in the email body

6. Enter a new password and click "SAVE".

7. The next screen is your dashboard. Congratulations! Your account is ready to use. To view modules, click on "COURSES".

8. Click on the module title to proceed to the video. Once viewed, the green play button will turn gray. You can pause and return to the modules at any time. They can also be viewed multiple times. **All videos must be viewed by April 7, 2023.**

List of Echo360 Modules:

- ☐ Pain Management
- ☐ Decedent Affairs
- ☐ OHSU Mission Control
- ☐ Resident & Faculty Wellness Program
- ☐ Sleep Deprivation
- ☐ Medication Safety
- ☐ CEW Hours and Accreditation
- ☐ Food Security
- ☐ Oregon Medical Board
- ☐ Library Resources
- ☐ Imaging at OHSU
- ☐ Patient Relations
- ☐ Language Services
- ☐ Care Management
- ☐ Parking and Transportation
- ☐ Confidential Advocacy Program

If you experience any issues loading videos, please report it to gme@ohsu.edu.

Photo for OHSU ID Badge & Photo Roster

As part of your incoming paperwork you will need to upload a professional, passport-style color photo to MedHub.

This photo will be used for your **OHSU ID Badge** and the **House Officer Photo Roster**, so please submit a high quality image and follow the requirements below.

PHOTO REQUIREMENTS:

- Have someone other than yourself take your photo. Please, no selfies.
- Directly face the camera (head and shoulders visible)
- Photo must be in color
- Use a solid colored background
- Allowable graphic formats: JPG, GIF, PNG
- Recommended photo size: Larger than 200 x 200px and smaller than 500 x 500px
- Files must be smaller than 3MB
- Do not manipulate the image in any way (i.e. with Photoshop, filters, etc.)

If you have any questions, contact the GME office at gme@ohsu.edu.

GOOD EXAMPLES:

AVOID:

A non-solid background   Florescent "office" lights and not direct facing

Information about badges:

When submitting the orders for your badge, we use the information below you submit via your onboarding package:

- The photo you upload
- The Legal first and last names as you enter them
- Your educational degrees pulled from your ERAS application
- Preferred pronouns if you enter them into your Medhub form
- Your official title (resident or fellow)
- Your official program (the department you are based in)

If on the GME check-in day you do not like how your badge is displayed, please keep your badge and complete the form to update your badge. This form will be kept by the parking office. Please allow for a week minimum for the updated badge.

OHSU Graduate Medical Education Policies

Please read and review the listed "appointment agreement and policies", here. By clicking the "I've Completed This" button in MedHub, you attest that you have read and understand these policies.

Please note that policies are subject to change.

GME 01 – Accommodation for those with Disabilities

GME 06 – Disaster and Extraordinary Circumstances Preparedness Policy

GME 09 – Clinical and Educational Work Hours

GME 14 - Grievance

GME 16 – Paid Time Off

GME 17 – Meal Money

      Meal Money Guidelines

GME 18 – Moonlighting

GME 19 – Procedures for Addressing Resident-Fellow Performance Deficiencies

GME 23 – Promotion Procedure for GME Training Programs

GME 24 - Eligibility Recruitment & Selection

GME 25 – Radio Cab House Officer Policy

GME 27 – Restrictive Covenants

GME 33 - USMLE-COMLEX Policy

GME 47 – Diversity

VA ONBOARDING MATERIALS

GME Programs Who Rotate at the VA
AY 2023 – 2024

If you rotate at the VA the Portland VA will reach out to you directly to complete onboarding paperwork. Please watch for that email communication if you are in these programs:

- Anesthesiology
- Anesthesiology Critical Care Medicine
- Anesthesiology Pain Medicine
- Dermatology
- Diagnostic Radiology
- Interventional Radiology Integrated
- Interventional Radiology Fellowship
- Emergency Medicine
- *OHSU Family Medicine (don't rotate in PGY1 year, VA will reach out next year)*
- OHSU Internal Medicine
- Addiction Medicine
- Cardiovascular Disease
- Clinical Cardiac Electrophysiology
- Clinical Informatics
- Critical Care Medicine
- Endocrinology, diabetes, and metabolism
- Gastroenterology
- Geriatric Medicine
- Hematology and Oncology
- Hospice and Palliative Medicine
- Infectious Disease
- Nephrology
- Pulmonary Disease and Critical Care Medicine
- Rheumatology
- Sleep Medicine
- Neurological Surgery
- Neurology
- Child Neurology
- Epilepsy
- Neurodevelopmental Disabilities
- Neuromuscular Medicine
- Vascular Neurology
- Obstetrics and Gynecology
- Ophthalmology
- Orthopedic Surgery
- Otolaryngology
- Pathology
- Psychiatry
- Consultation Psychiatry
- Geriatric Psychiatry
- Radiation Medicine
- General Surgery
- Cardiothoracic Surgery
- Plastic Surgery
- Surgical Critical Care
- Vascular Surgery
- Urology

Cascade East and HMC programs do not rotate at the VA.

U.S. Department of Veterans Affairs

Welcome!

In partnership with Oregon Health & Science University, the Veterans Affairs Portland Health Care System (VAPORHCS) congratulates you on joining the Graduate Medical Education Program. As a Resident, you join the clinical team in achieving our mission to honor America's Veterans by providing exceptional healthcare that improves their health and well-being. We are excited to embark with you on your educational journey and look forward to welcoming you to VAPORHCS.

Your support team during your training here includes:

- Organizational Development Services (ODS) Office of Academic Affiliations (OAA) Services: VHAPOR-ODSOAA@va.gov or (503) 220-8262 x56109
- Associate Chief of Staff for Education: Kerry Rhyne, MD Kerry.Rhyne@va.gov

Service level support includes:

Training Program	VA Point of Contact
Anesthesiology, including • Anesthesia critical care • Pain medicine	**First name:** Karen **Last name:** Duey Email: vhapor-OCDResidentCoordinator@va.gov
Emergency Medicine	**First name:** Smitha **Last name:** Rejoy Email: smitha.rejoy@va.gov
Division of Hospital and Specialty Medicine (DHSM), including • Gerontology • Hospice and Palliative Care • Sleep Medicine	**First name:** Robert **Last name:** Litz Email: vhapor-DHSMresidentcoordinator@va.gov
DHSM, including • All residents from Providence Healthcare System • Internal Medicine	**First name:** Alisa **Last name:** Huson Email: vhapor-DHSMresidentcoordinator@va.gov
DHSM, including • All residents from Samaritan Health System • Cardiology • Critical Care • CCE (EP) • Endocrinology • Family medicine • Gastroenterology • Hematology/Oncology • Infectious Diseases • Nephrology • Preventive medicine • Pulmonary & Critical Care • Radiation oncology • Rheumatology • Transplant/Hepatology	**First name:** Alisa **Last name:** Huson Email: vhapor-DHSMresidentcoordinator@va.gov
Neurology, including • Neurodevelopmental • Neurophysiology • Vascular neurology	**First name:** Alisa **Last name:** Huson Email: vhapor-DHSMresidentcoordinator@va.gov
Surgery, including • Cardiothoracic • Dermatology • General surgery • Neurosurgery • Obstetrics and gynecology • Ophthalmology • Orthopedic surgery • Otolaryngology (ENT) • Surgical critical care • Transplant • Transplant nephrology • Urology • Vascular	**First name:** Karen **Last name:** Duey Email: vhapor-OCDResidentCoordinator@va.gov

Pathology	**First name:** Elisa **Last name:** Romero Email: elisa.romero@va.gov
Psychiatry, including • Addiction • Geriatric • Psychosomatic	**First name:** Stephanie **Last name:** King Email: stephanie.king@va.gov
Radiology, including • Diagnostic radiology • Interventional • Neuroradiology	**First name:** Toni **Last name:** Anaya Email: toni.anaya@va.gov

Important Due Dates

- **Due Date 1 (4/24/2023):** Complete entry of personal information into IAM system
- **Due Date 2 (5/1/2023):** Complete fingerprinting
- **Due Date 3 (5/1/2023):** Complete computer training
- **Due Date 4 (June 2023):** In-person onboarding sessions
- **Due Date 5 (Before 1ˢᵗ Patient Encounter):** Badge pickup

Due Date 1 (April 24, 2023): Complete the forms within the IAM system. Meeting this deadline will allow ample time to complete the entire onboarding process. You must have IAM completed before you can complete the below steps.

Due Date 2 (5/1/2023): Complete your fingerprinting by obtaining a "courtesy fingerprinting" appointment at the nearest VA PIV Office to your current location. Not meeting this deadline will cause a four-week delay, making you unable to start your clinical rotation on time.

- If you cannot complete your courtesy prints at your local VA, immediately contact ODS OAA Services - VHAPOR-ODSOAA@va.gov or (503) 220-8262 x56109 - to arrange for fingerprinting upon arrival to Portland.
- Understand that this may result in not meeting the due date and a delay in starting your clinical rotations. Be sure to coordinate your fingerprinting appointment early!

To schedule your fingerprinting appointment:

1. Determine the PIV office closest to you: **https://www.osp.va.gov/Badge_Office_Locations.asp**
2. Contact the PIV Office to make a FINGERPRINTING ONLY appointment BEFORE May 1, 2023
3. ****DO NOT SCHEDULE A PHOTO APPOINTMENT – THIS WILL BE COMPLETED AT YOUR IN-PERSON ONBOARDING APPOINTMENT IN PORTLAND, OR****
4. Bring two pieces of valid ID; one must be a photo ID. The list of acceptable identification documents has been included. *You will be turned away if you do not have two pieces of VALID ID with you at your appointment.*
5. To ensure your information is routed to VA Portland Health Care System, provide the following at your fingerprinting appointment:
   a. **VAPORHCS Site Organizational Identifier SOI:** VA79 VAPORHCS Site Organizational
   b. **Number SON:** 1141
   c. **Your position is:** Resident

If you have questions regarding fingerprinting, don't hesitate to contact the Portland VA Security Team at 503-220-8262 x57337 (HR Front Desk).

Due Date 3 (5/1/2023): Complete your computer training through TMS. *Completing your TMS training will allow you to gain access to the Electronic Health Record (EHR).* You can start your computer training as soon as your TMS account has been created. You will be alerted via email when you have access.

- After entering all information in the IAM system, a TMS (VA Training System) account will be created automatically. Monitor your email for a message from TMS@va.gov
- Completion of your computer training will allow you to gain access to the EHR.
- If you have already been at a VA, the IAM system will recover your TMS account. Check your TMS account for what training (if any) still needs to be completed.
- Your service-level support will provide you with your computer and EHR access codes once your training is complete and access has been granted.

Due Date 4 (June 2023): In-person onboarding dates in June are provided in your OHSU welcome packet. In-person onboarding appointments will be held jointly with OHSU to use your time best. *Your fingerprints must be completed before the in-person appointment!* During this appointment, you will finalize your onboarding, complete respirator fit testing, and do other essential tasks to prepare you for day one.

You must bring the following to your in-person onboarding appointment:

- Appointment Letter: final signatures will be provided at your in-person appointment. Your signed appointment letter entitles you to coverage under the US Federal Tort Claims Act (i.e., malpractice insurance). *Please note that an appointment is based on a satisfactory fingerprint and criminal history report.*
- VALID ID: you will need TWO valid forms of identification; one must be a photo ID. The list of acceptable identification documents has been included. The same forms of identification used for your fingerprinting appointment can be used to finish your PIV badge process. You will only be able to get your picture taken for your badge if you have two valid forms of ID.

Due Date 5 (Before 1st Patient Encounter): You will be notified by email when your badge is ready to be picked up at the PIV Office on the Portland VA campus. If your badge is not ready to be picked up before your first clinical day, please wear your OHSU Badge for identification and call 55909 to request a PIV exemption.

Sincerely,

VA Graduate Medical Education Team

List of Acceptable IDs

Please note that student IDs are not a valid form of identification for the PIV issuance process.

Two identity source documents from the matrix below are required.

Neither identity document may be expired or canceled.

One ID **must** be from the **Primary Identity Source Document** column.

The second ID can be either a **Primary Identity Source Document** or a **Secondary Identity Source Document**.

Applicants cannot provide two documents from the Secondary Identity Source Documents. *The two identity credentials must be **different types of credentials**. For example, a driver's license from New York plus a driver's license from Iowa is not an acceptable combination of identity documents.*

Primary Identity Source Document	Secondary Identity Source Document
- A U.S Passport or - U.S. Passport Card - A Permanent Resident Card or Alien Registration Receipt Card (Form I-551) - A foreign passport - An Employment Authorization Document that contains a photograph (Form I- 766) - A Driver's license or an ID card issued by a State or possession of the United States provided it contains a photograph - A U.S. Military card - A U.S. Military dependent's ID card - A PIV Card	- A U.S. Social Security Card issued by the Social Security Administration - An original or certified copy of a birth certificate issued by a state, county, municipality authority, or outlying possession of the U.S. bearing an official seal - An U.S. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph - A U.S. voter's registration card - A U.S. Coast Guard Merchant Mariner Card - A Certificate of U.S. Citizenship (Form N-560 or N- 561) - A Certificate of Naturalization (Form N-550 or N- 570) - A U.S. Citizen ID Card (Form I-197) - An Identification Card for Use of Resident Citizen in the United States (Form I – 179) - A Certification of Birth Abroad or Certification of Report of Birth - issued by the Department of State (Form FS-545 or Form DS-1350) - A Temporary Resident Card (Form I-688) - An Employment Authorization Card (Form I-688A) - A Reentry Permit (Form I-327) - A Refugee Travel Document (Form I-571) - An Employment Authorization Document issued by Department of Homeland Security (DHS) - An Employment Authorization Document issued by DHS with photograph (Form I-688B) - A driver's license issued by a Canadian government entity - A Native American Tribal document

GME CHECK-IN SESSION

GME Check-In Session

GME check-in sessions offer you a chance to complete many new employee tasks in one-stop. Your GME check-in session will be mostly online, with a few in-person tasks. GME will contact you via email to communicate your check-in date and time. Your program coordinator will contact you regarding other orientation activities. Check-in sessions will take place in the BICC/Library building. Directions and parking options will be sent to you via email closer to your check-in date.

The check-in appointments will be between 8:00 a.m. and 5:00 p.m. Your check-in appointment will be approximately 30 minutes but please do not make any plans for this day, because the online tasks will still take a full work day. The online portion of your check-in will include reviewing detailed benefits options, parking options, GME office services and more. The online portion will also include signing up for benefits and watching required new-hire training modules.

To complete your I-9 during your in-person appointment, you must bring two forms of acceptable identification. You will not be hired and will be turned away from your GME Check-in session if you do not have two forms of ID in your legal name. Please refer to I-9 instructions in this section for more information and other examples of acceptable ID. If rotating at the VA, see VA Section for identity documentation criteria and a list of acceptable ID for the VA. If you want to sign up for Direct Deposit, please bring a blank, voided check or account and routing number to sign up for direct deposit.

<p style="text-align:center;color:red;font-weight:bold;">YOU MUST BRING TWO FORMS OF ACCEPTABLE IDENTIFICATION</p>

- Examples of acceptable ID include:
    - **BOTH Passport AND US Driver's License**
    - **BOTH US Driver's License AND Social Security Card**

Check-In Session Activities

- In-person check-in session
    - Complete I-9 and sign up for Direct Deposit
    - OHSU ID badge
    - Occupational Health in-person requirements (fit tests, TB test, etc.)
    - Complete VA requirements
- Online tasks
    - Activate OHSU network login
    - Sign up for benefits
    - Sign up for parking
    - Training modules
- Informative voiceover PowerPoints to watch virtually on your GME Check-in
    - GME Onboarding Part One will cover:
        - GME office introduction and services
        - Payroll
        - Resident wellness program
    - GME Onboarding Part Two will cover:
        - MedHub
        - Meal tickets
        - Call rooms
        - Taxi service
    - Benefits
    - Transportation and Parking
    - EPAs

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
4. Employment Authorization Document that contains a photograph (Form I-766)				2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		3. School ID card with a photograph		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		4. Voter's registration card		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
a. Foreign passport; and		5. U.S. Military card or draft record		
b. Form I-94 or Form I-94A that has the following:		6. Military dependent's ID card		
(1) The same name as the passport; and		7. U.S. Coast Guard Merchant Mariner Card		4. Native American tribal document
(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		8. Native American tribal document		5. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:		7. Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

RESOURCES

Benefits

You will have default benefits on your date of hire – effective your GME Check-in session. **The default benefit plans cover <u>only you</u> with the OHSU PPO, Delta Dental and $25,000 core life insurance.** At the time of your GME check-in, you will have the option to change your benefit plans (see choices below for medical, dental, and vision plans) and add family members. If you add family members to your coverage, your family members' coverage will begin retroactive to your effective date of hire (your check-in date). **Any changes you make to your benefits during your check-in session will take effect immediately.**

You will have the option to add family members, change your medical, dental, and vision policies, add accidental death & dismemberment coverage, increase your voluntary life insurance, and sign-up for short and long-term disability insurance, flex spending accounts, as well as hospital indemnity and critical illness insurance. Detailed benefit information can be found under the **Resident & Fellows → Employment & Benefits** section of the GME webpage (http://www.ohsu.edu/xd/education/schools/school-of-medicine/gme-cme/gme/) and at your GME check-in. **Please review the options and be ready to make your selections on your GME check-in day.**

OHSU contributes towards the monthly cost of your benefits, If the employer contribution does not cover the complete cost of all the benefits you choose, you will pay the difference. The difference will be deducted from your pay semi-monthly with each paycheck.

2023 Medical monthly Premiums FULLTIME COVERAGE

	OHSU PPO	OHSU EPO	OHSU High Deductible
Employee Only	$0	$0	$0
Employee & spouse/domestic partner	$174.96	$107.44	$67.96
Employee & child(ren)	$157.44	$91.60	$69.44
Employee & family	$244.80	$145.36	$62.80

2023 Dental and Vision monthly premiums

MONTHLY PREMIUMS	EMPLOYEE ONLY	EMPLOYEE & SPOUSE/ DOMESTIC PARTNER	EMPLOYEE & CHILD(REN)	EMPLOYEE & FAMILY
DENTAL				
Delta Dental	$0	$11.42	$12.76	$18.48
Kaiser Permanente	$52.64	$109.00	$79.96	$153.56
Willamette Dental	$10.14	$26.46	$6.46	$35.72
VISION				
Core	$0	$1.54	$1.38	$2.22
Premium	$6.92	$15.66	$14.08	$22.68

House Officers Resources

House Officers' Union (https://www.ohsuhou.org)

OHSU House Officers Union's mission is to advocate for residents and fellow physicians as we provide safe, high-quality care to patients throughout Oregon. Our union insists that OHSU invests in its house staff in ways that materially improve our livelihood, our health, and our ability to provide excellent patient care.

ACGME Resident & Fellow Diversity Committee (email gme@ohsu.edu to get connected**)**

The ARFDC is a sub-group of the greater Graduate Medical Education Committee – Diversity and Inclusion Subcommittee (GMEC-DISC) and is committed to community, engagement and support for URiM house officers and allies and further shaping OHSU's commitment to providing a nurturing professional environment.

House Officers' Quality & Safety Committee

The purpose of the House Officers' Quality & Safety Committee (HQSC) is to engage Housestaff to identify, develop, and promote institutional improvement initiatives to achieve the quadruple aim (higher quality, lower cost, more patient, and care team satisfaction). This is a council of, by, and for house officers and we value an inter-professional and multidisciplinary approach to improvement as well as in our clinical care.

School of Medicine Diversity and Equity (www.ohsu.edu/school-of-medicine/diversity-equity)

The school of Medicine is committed to increasing and supporting diversity among faculty, staff and learners. The SOM DEI team frequently collaborates with the DISC, ARFDC, CDI and other groups to support events, host educational forums or courses, and establish guidance for best practices.

Resident access to healthcare
How to find a primary care provider

Finding a provider

To ensure access to care, OHSU House Officers Association has compiled a list of clinics at OHSU. Clinic information is listed on the reverse page and is also available online at www.ohsu.edu/gme, under the current residents & fellows section.

Special accommodation for residents/fellows

- Each department listed on the next page has agreed to facilitate scheduling resident appointments.
- They will open up many otherwise-closed faculty schedules to residents and fellows.
- To schedule an appointment, please call your chosen clinic directly (see reverse page for details).
- Identify yourself as a resident/fellow when you call the clinic.
- If you encounter problems, a contact person is provided for each department who will generally be available to assist during regular business hours.

Preventive and Urgent Care

- You don't need to have a problem to establish care. Get to know your doctor now, so that you have a support system in place when you need it!
- Please use your designated ½ day off per quarter to schedule preventive care appointments 4-6 weeks in advance. Advanced planning is especially important if you wish to be seen by faculty.
- For urgent needs, all clinics have daily openings -they cannot guarantee that you will be seen by your PCP or even by faculty, but they can ensure quick access to excellent care!

Patient Registration

503.494.8505

If you are choosing to be seen at OHSU, you must be registered before you can be seen in clinic. Patient registration is available 8:00 a.m. to 8:00 p.m. 7 days a week.

Resident and Faculty Wellness

Confidential and free coaching and counseling available Monday - Friday, 9 to 6 Schedule appointment: Email: wellnessmeeting@ohsu.edu; If urgent, 1-0975 7 days a week 9-6 pm

---

Additionally, residents can go to https://modahealth.com/ProviderSearch/faces/webpages/home.xhtml and use the **OHSU PPO or Community Care network to search for in network providers** (unless they are specifically on the OHSU EPO plan, then they would search OHSU EPO and Community Care).

Revised 2.10.23

Family Medicine

Family Medicine's range of care includes pediatrics, well woman, maternity/prenatal, adult, geriatrics, sports integrative/alternative and travel medicine, as well as performing office procedures. They have 4 clinics, each with a pharmacy and lab on site.

Department Contact: Danni Hodges 503.494.5324

South Waterfront Clinic

Center for Health and Healing, 9th Floor

3303 SW Bond Ave. Portland, OR 97239

503.494.8573

Mon-Fri 7 a.m. – 8 p.m., Sat 9 a.m. – 1 p.m.

Richmond Clinic

3930 SE Division St, Portland, OR 97202

503.418.3900

Mon-Fri 8 a.m. - 8 p.m., Sat 9 a.m. -1 p.m.

Gabriel Park Clinic

4411 SW Vermont St, Portland, OR 97219

503.494.9992

Mon-Fri 7:30 a.m. - 8 p.m.

Scappoose Clinic

51377 Old Portland Road, Scappoose, OR 97056

503.418.4222

Mon-Fri 7:30 a.m. - 8 p.m., Sat 8:30 a.m. – 1 p.m.

Internal Medicine

Internal medicine offers longitudinal, comprehensive care to adults from health screening and prevention to care of complex, chronic illnesses over time.

Department Contact: Sophie Zaffina 503 418 – 8489 or 503-706-9502

Internal Medicine Clinic

Physicians Pavilion, 3rd Floor Suite 350

503.494.8562

Mon-Thur 7:30 a.m. - 6 p.m., Fri 7:30 a.m. – 5:30 p.m.

OB-GYN

The Center for Women's Health offers comprehensive women's care, including gynecology, obstetrics, fertility services and integrative medicine.

Department Contact: Bunny Newville 503.418.8984

Center for Women's Health

Kohler Pavilion, 7th Floor

503.418.4500

Mon-Fri 8 a.m. - 5 p.m.

Pediatrics

The Pediatric and Adolescent Health Clinics offer well-child care, immunizations, care and treatment for acute and chronic illnesses and injuries, minor urgent matters, management of behavioral concerns, sports physicals, adolescent health care, and women's health services for adolescent girls.

Doernbecher General Pediatrics Clinic

Doernbecher Children's Hospital, 7th floor at the deer

503.418.5700

Mon-Thurs 9 a.m. - 8 p.m., Sat 9 a.m. – 1 p.m.

Doernbecher General Pediatrics Clinic—Bethany

15220 NW Laidlaw Suite 100 Portland, OR 97229

503.418.2000

Mon-Thurs 8 a.m. - 6 p.m., Fri 8 a.m. - 5 p.m.

Sat 9 a.m. – 12 p.m.

If there is more than a two-week delay in scheduling an appointment with an OHSU provider, please call 503-494-9500 (Employee Access Line).

OHSU RESIDENT & FACULTY WELLNESS PROGRAM

Timothy Beecher, Ph.D., Psychologist
Email: beecher@ohsu.edu
Pager: 13028

Sydney Ey, Ph.D., Psychologist
Email: eys@ohsu.edu
Pager: 12191

Mary Moffit, Ph.D., Psychologist
Email: moffitm@ohsu.edu
Pager: 12047

Joanne Chan, Psy.D., Psychologist
Email: chanjoa@ohsu.edu
Pager: 13291

Christie Kesserwani, D.O., Psychiatrist
Email: kesserwa@ohsu.edu
Pager: 12289

Marie Soller, M.D., Psychiatrist
Email: soller@ohsu.edu
Pager: 10767

Mike Duncan, Psy.D., Psychologist
Email: duncaant@ohsu.edu
Pager: 21117

Gillian Lashen, Psy.D., Psychologist
Email: lashen@ohsu.edu
Pager: 10147

Sara Walker, Ph.D., Psychologist
Email: walkesar@ohsu.edu

For more information about each clinician, please visit RFWP team web page:

To Schedule a Meeting:

Contact any member of our team via email or email wellnessmeeting@ohsu.edu

Many medical professionals struggle to manage the unique demands of working in the current health care environment. Sometimes, we can be resilient in the face of severe stress, but at other times we can become overwhelmed and may benefit from professional coaching, counseling and treatment. OHSU School of Medicine residents, fellows, and faculty, School of Dentistry residents, fellows, and faculty, and Providence residents are eligible to receive **free and confidential** telehealth services from our clinical team.

We are here to help you address any concerns - personal or professional. You do not need to be in crisis, you may just want to talk or consult with us. You can schedule directly with a clinician by email.

Appointments are available from 8:00 a.m. to 6:00 p.m. Monday – Friday

FREE AND CONFIDENTIAL

No Epic medical record is created and no insurance is billed. No information is shared with others without your consent unless there is a risk of danger to self or others. You do not have to report meeting with a professional when you apply for or renew your medical license.

Impairment is reportable, treatment is not reportable.

If your need is urgent, we are available by urgent pager 7 days a week from 9 a.m. – 6 p.m.. Please call 503-494-9000, or page 1-0975.

After hours, if your need is urgent, call 911 or the Multnomah Crisis Hotline 503-988-4888; OHSU EAP: 800 433-2320; or go to Unity Psychiatric Hospital 503 944-8000, or to the nearest emergency room.

Employee Resource Groups

OHSU Center for Diversity and Inclusion leads and supports university-wide initiatives to create an environment of respect and inclusion for all people. Through various programs and services, the Center for Diversity and Inclusion is enhancing the community of inclusion at OHSU, where diverse students, staff and faculty can thrive and maximize their potential for creativity, innovation and educational excellence.

Our continued success depends on the diverse skills, experiences, and backgrounds that students, faculty and employees bring to OHSU.

Employee Resource Groups (ERGs) are OHSU-sponsored and employee-managed groups, and are comprised of students, staff and faculty from underrepresented backgrounds or who share a similar interest. Allies and supporters are always welcome to join any employee resource group.

ERGs provide opportunities for professional development, social support, networking, mentoring and community participation, and help promote cultural awareness and employee engagement.

Groups plan social activities, cultural events, competency lectures and networking opportunities. ERGs also work closely with Student Interest Groups to host cultural events and lectures focused on addressing health disparities in underserved communities. Emerging and established groups include:

Ability Resource Group	International
Asian Pacific Islander	Middle Eastern and North African
Black Employee	OHSU Pride
Culturas Unidas	Remote Work
Dynamic Multilingual	Veterans'
Indigenous People's	Women

For more information about Employee Resource Groups or other diversity and inclusion resources, contact the Center for Diversity and Inclusion at (+1)503-494-5657, email *cdi@ohsu.edu* or visit *ohsu.edu/diversity* or *o2.ohsu.edu/diversity*.

On behalf of the Center for Diversity & Inclusion, welcome to OHSU!

Here at CDI we believe that part of being a great community member and an amazing resident or fellow is that it is imperative to have the support and community for you and your loved ones to thrive in. We welcome you and your family to OHSU and know that we are here to support and assist you throughout your tenure.

Please feel free to reach out to us at cdi@ohsu.edu

Here are some resources, courtesy of the Center for Diversity & Inclusion:

- Access to CDI's library of Anti-racist literature
- CDI Event Calendar
- Connection to Employee Resource Groups and/or Student Interest Groups, as well as communities outside of OHSU
- Mentoring opportunities to mentor medical school students, undergraduates across PNW and high school students.
- Follow DEI Posts in OHSU Now
- Notary services

Trainings Available:
- Anti-Racism
- Intercultural Communication
- Search Advocacy
- Stepping IN for Respect Training
- Trauma Informed Care
- UBCI (Unconscious Bias Campus Wide Initiative)

Additional Resources:

- Access to Anti-Racist resources
- Anti-Racism Guidebook
- Cultural Awareness Guide
- Foster Respectful and Equitable Education (FREE)
- Inclusive Language Guide
- Name coach resource
- Recruitment Manual
- Respect For All
- Student Food Resource Center
- UCBI Resources
- Well-Being Resources

OHSU Bilingual Proficiency Screening Program

OHSU is proud to have many of their clinical and non-clinical staff who are proficient in English and a second language. This great diversity is what makes OHSU stand out among its peers.

If you are interested in taking the exam, please see the Bilingual Screening page on O2 for more details on the program and to fill out the application. Language Services will follow up with you accordingly.

The OHSU Bilingual Proficiency Screening Program is eligible for all employees of OHSU and is coordinated and paid for by the Language Services department. The Language Services department will pay for one screening per individual per fiscal year.

The State of Oregon requires that healthcare providers providing direct patient care take the bilingual proficiency screening to ensure fluency if choosing to provide care in a language other than English.

Bilingual Screening
To ensure neutrality, OHSU has contracted with a third party to provide the bilingual proficiency screening. The test takes approximately 45 minutes and is administered over the phone, so it can be completed before you arrive at OHSU. The test that you will be taking is:

- Clinician Cultural and Linguistic Assessment: designed to assess physicians' ability to communicate with their patients in a language other than English in a primary care medical setting.

Note All individuals using a language other than English while conducting patient care MUST pass the bilingual proficiency exam by obtaining a competency level of proficient or superior proficiency in each category. If the applicant has not obtained this level of fluency, they CANNOT use a language other than English while providing patient care. The applicant MUST contact Language Services to provide a professional interpreter for patient encounters.

In addition, all applicants who pass each category at 80% or higher, may provide direct care in the second language but MAY NOT function in the role of an interpreter between the patient and another staff member. This screening is good for five (5) years after passing.

OHSU Campus Access and Commute Services Options for Residents

Learn more about all these topics and request a trip plan at www.ohsu.edu/commute. The trip plan will include turn by turn directions by all major modes, estimated travel times, related OHSU resources and free off campus parking matched to your route and time of travel.

Parking and Transportation GME video:

Link to video here

Pay to Park Options:
Parking at OHSU's Central Campus facilities (Marquam Hill and South Waterfront) is available for residents and fellows for a fee. Two options are provided below.

Parking facility information, including addresses: www.ohsu.edu/visit/parking-facilities.

1. Wage based daily reservations: Are available at MyCommute (paid via payroll deduction). The cost of the reservation is based on your wage and the parking location selected and range from $5 - $14.
2. House Officer annual or monthly permits: Available online for Garages E or F on Marquam Hill or for the Schnitzer Lot on South Waterfront. With your OHSU login information, select "Get Permits" to see options. These permits are a flat rate every pay period (for annual) or a one-time charge (for monthly). Available permits are limited. The rates are partially subsidized by OHSU Hospital (subsidization is included in listed online rate). The HOU annual and monthly permits are only available to current members of the House Officers Union.

Transportation Options:
MyCommute: Register on MyCommute to access a variety of tools.
- Log your commute daily to earn cash (bike, walk, and scooter commuters can earn $1.50 per day) and enroll in rewards for various commute methods
- Reserve daily parking via payroll deduction
- Reserve parking for your personal medical appointments
- Find long-term carpool options
- Request a Guaranteed Ride Home

Lyft Off:
Employees commuting between 9pm and 5am to or from Marquam Hill or South Waterfront may apply for subsidized Lyft Rides. This program can also be used to travel between the campuses when the tram is not running during the overnight hours. Visit our Lyft Off page to learn more.

Transit: www.ohsu.edu/transit
Two transit agencies serve OHSU; Portland regional transit: TriMet (www.trimet.org) and Vancouver transit: C-Tran (www.c-tran.com). Annual passes (called HOP cards) are available at significant discount at our Customer Service Centers. TriMet's HOP card is $50 annually (paid via 4 payroll deductions). C-Tran's HOP card is $385 annually (paid via ongoing payroll deductions of $14.80). **If you are interested in having a TriMet or Ctran HOP card ready at your Onboarding session, please email gme@ohsu.edu by May 31st**

Biking: www.ohsu.edu/bike
OHSU offers bike facilities, resources, cash-for-biking, loaner bikes, and assistance to purchase your own bike. At South Waterfront, our partner, Go by Bike (www.gobybikepdx.com), offers free bike valet and professional repair for a reasonable fee. The Student Center on Marquam Hill has a self-repair station, lockers, and showers.

Portland Aerial Tram: www.gobytram.com
The Tram is free with your OHSU ID Badge and your badge is required for boarding at both the upper and lower terminals. The ride is 5 minutes from South Waterfront to Marquam Hill.

Portland Streetcar: www.portlandstreetcar.org
Streetcar is free with your OHSU ID Badge. The NS Line connects NW Portland, Downtown Portland, and South Waterfront. The A & B lines connect to the Central Eastside, Lloyd and Rose Quarter. Plan your trip via TriMet.org or TriMet apps.

More information
Visit www.ohsu.edu/commute or contact Graduation Medical Education at 503-494-8652.

See transportation information specific to Graduate Medical Education.

Campus maps: www.ohsu.edu/visit/maps

Parking product rates (see Employee Rates): www.ohsu.edu/visit/rates

Your Learning, Care and Discovery Partner

Anytime. Anywhere.

www.ohsu.edu/library

Featured Clinical Resources

Patient Care & Procedures

DynaMed
Pediatric Care Online
VisualDX
UpToDate

Medication Resources

Lexicomp Online
Micromedex
Natural Medicines

Browse all Databases

libguides.ohsu.edu/az.php

OHSU Library Catalog

librarysearch.ohsu.edu

Search our catalog to find journals, books and additional resources

---

Access library resources and services wherever you are

We are here to support your roles and activities as clinicians, learners, teachers and scholars. You can access the library's electronic resources, books and journals 24/7 from any location, and download mobile apps to use resources on your phone or tablet.

Use our Get It For Me service for no-cost access to electronic and print materials owned or not owned by the library.

OHSU librarians can work with you

From one-on-one consultations to curated lists of the best tools and resources, we've got you covered. Our experts can help you with researching clinical questions, scholarly projects and more.

Contact us to submit your question or schedule an appointment

Library staff are available to answer your reference and literature searching questions Monday through Friday from 8:00 AM to 6:00 PM.

ohsu.libanswers.com
library@ohsu.libanswers.com
503-494-3460

The library's physical spaces on Marquam Hill

The Library's 4th floor space in the Biomedical Information Communications Center (BICC) is accessible 24/7. It includes spaces and workstations to study and chart, access to specialized software for scholarship, and printing and scanning stations.

OHSU

Two-Step Authentication

OHSU uses Duo for two-step authentication (also called multi-factor authentication). It adds an extra layer of security to your OHSU account by requiring something you **know** (your password) and something you physically **have** (the Duo Mobile app on your smartphone) to log in to certain OHSU systems and applications from off campus.

When do I use it?

Duo Mobile is required to log in to many OHSU systems and applications from off campus, including:

- The Outlook Web App at mail.ohsu.edu

- The Citrix Web Portal at portal.ohsu.edu

- VPN via Cisco AnyConnect

- Single sign-on applications, such as Box, Compass, LinkedIn Learning, MedHub, OHSU Now and ReadySet

How do I get it?

Duo Mobile is a free app that you can download from your smartphone's app store. Then, the first time you log in to one of the OHSU systems and applications listed above from off campus, you'll be guided through the app setup.

How do I use it?

You'll be prompted to confirm your identity each time you log in to a Duo-protected system from off campus. After entering your username and password, you'll receive a push notification on your mobile device. If it's you who's trying to log in, tap approve and carry on. If it's not you, tap deny — someone else is trying to log in with your username and password! Then call the ITG Service Desk at 503-494-2222 ASAP to change your password.

Duo takes trust and transparency seriously. Visit the <u>**Duo Mobile Privacy Information page**</u> **to learn more.**
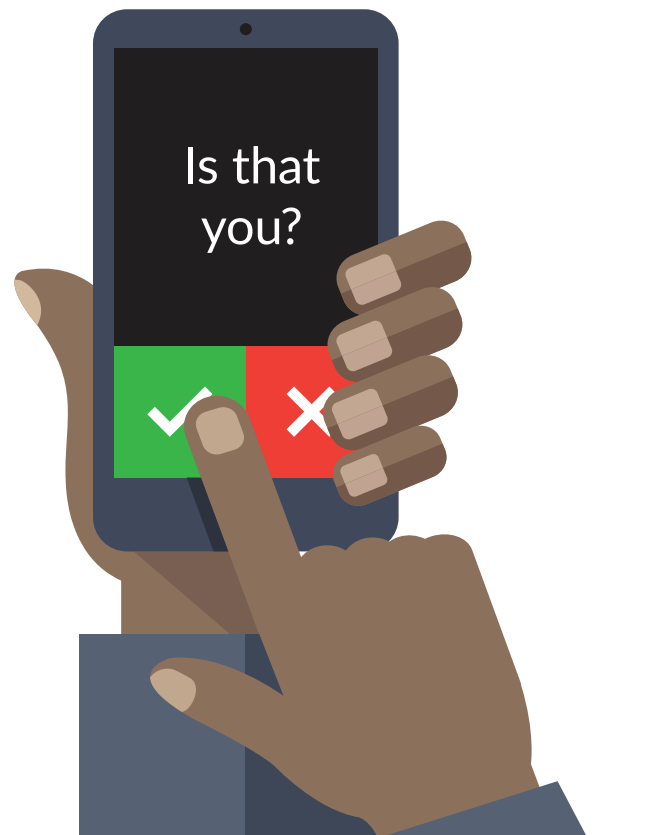
Why use a mobile app?

Mobile apps like Duo Mobile are popular for two-step authentication because of their convenience — if you have a smartphone, it's probably always on you. If you decide the app isn't right for you, you can request a Duo security token (key fob). You can request one from your IT Contact after you start at OHSU.

Wireless Internet Access

Looking for a Wi-Fi network to use while you're on campus? Choose **eduroam** from the list of available networks, and log in with your OHSU email address and password.

4 steps to secure surfing

1. Choose **eduroam** from your computer's or smartphone's list of available wireless networks.
2. Enter your **OHSU email address** and **password** when prompted.
3. If you see a **trust certificate** prompt, accept it.
4. **That's it!** Once your device connects to eduroam, you can go about your work or studies securely.

IMPORTANT REMINDERS FOR FACULTY, HOUSE OFFICERS AND STAFF

- **You'll need the Duo Mobile app** on your smartphone to verify it's really you when connecting to certain OHSU systems and applications from eduroam, just like you do when connecting from your home Wi-Fi network.

- **Don't use the OHSU-Secure Wi-Fi network.** OHSU-Secure is a secured wireless network for computers and other devices managed by the Information Technology Group at OHSU. If you are using a personally owned device, you should use the eduroam Wi-Fi network.

- **Don't use the OHSU-Guest Wi-Fi network.** OHSU-Guest is an unsecured wireless network for OHSU patients, visitors, vendors and others who need a basic internet connection. It is not appropriate for use by OHSU employees and students.

What is eduroam?

Eduroam is a secure wireless service used by research and education institutions around the world. As an OHSU employee or student, you can use your OHSU email address and password to connect to eduroam from any OHSU location — and from any other participating college, university or research institution.

Go to **eduroam.org** to learn more about the service and to find a map of all participating organizations.

Mobile Device Management

Do you want quick access to OHSU resources from your personally owned mobile device? Get the Boxer, Content and Web apps.

Boxer

Boxer integrates your OHSU email, contacts and calendars into a single app on your device. Meetings and appointments on your calendar can be easily viewed and accepted.

Content

Content gives you a convenient way to store OHSU data and documents on your device. It also gives you read-only access to the X: drive.

Web

Web lets you visit internally hosted OHSU websites, such as Oracle and SmartWeb. Installing Web is optional, but it will be necessary if you want to visit internally hosted websites from your device.

More ways to stay connected

If you don't want to use Boxer, Content and Web for quick access to OHSU resources, you have other options:

1. **Use a mobile browser to check your OHSU email:**
Go to mail.ohsu.edu. You'll enter your username and password, and then authenticate with Duo Mobile when your mobile device isn't connected to the OHSU network.

2. **Use your device's built-in apps for OHSU business:**
Enroll your personally owned mobile device in Intelligent Hub, which is required for all OHSU-owned mobile devices. Go to O2.ohsu.edu and search "Intelligent Hub" to learn more.

   Intelligent Hub for iPhone Users

   Intelligent Hub for Android Users

Get started

Go to the ITG Self Service Portal at service.ohsu.edu to find step-by-step instructions for setting up Boxer, Content and Web on your personally owned mobile device.

Note: To access the portal, you must be connected to the OHSU network, either directly or via VPN or Citrix.

Restricted Information

You are responsible for protecting all restricted information that you come across in your role at OHSU. Simply put, restricted information is any information not intended for the public.

What do I need to do?

Here are eight ways you can help keep restricted information safe:

1. **Only access the minimum patient information** necessary to do your job. Don't use patient-care tools, such as Epic, to access your family members' and friends' information.

2. **Use Haiku and Canto to access Epic from mobile devices.**

3. **Only discuss patient information with the care team** where it is safe to do so. Don't discuss or view restricted information in public places, such as the Tram.

4. **Safeguard all physical notes and charts** and lock rooms, drawers and cabinets containing restricted information.

5. **Secure computing devices.** Lock screens when you step away, log out of Epic on shared computers and encrypt removable storage devices, such as thumb drives. Any personally owned computing devices you use to access restricted information must meet security and software requirements.

6. **Use One Drive to securely store files in the cloud.**

7. **Create a strong password for your OHSU account.** Don't use it for other personal accounts, and don't share it with anyone.

8. **Report security and privacy incidents right away.** These include the unauthorized use, access, destruction or disclosure of restricted information, such as losing a laptop or sending an email with restricted information to the wrong address.

Where can I ask questions?

The Information Privacy and Security Office is here to help you. Email **oips@ohsu.edu**, call **503-494-0219** or visit **o2.ohsu.edu/oips**.

What is restricted information?

Information that shouldn't be printed in a newspaper, shared on social media or wrapped around a Tri-Met train is restricted. PHI is just one example of restricted information. Other examples include:

- Employee and student records

- Financial statements, clinical business plans and strategic planning documents

- Law enforcement investigatory or advisory information

- Non-public research data, such as sensitive research for Department of Defense contracts

Student Loan Information

It is extremely important that you understand your financial obligations as you transition into residency. The information and resources below will help you better understand student loan repayment options during residency by helping you locate your student loans and develop a loan repayment strategy. It also provides a timeline example of what to expect in the coming months as well as additional resources.

As you review the information, please keep in mind that you have several repayment and forbearance options available to you during your time as a resident and it may change from year to year depending on your circumstances. If you have any questions, please contact the GME office.

LOCATING YOUR STUDENT LOANS

In order to effectively manage student loan repayment it's important to understand your educational debt, including how many and what types of loans you have. Do you have federal student loans, such as Direct Stafford and/or Graduate PLUS loans? Do you have loans from your undergraduate and graduate programs? Do you have private loans from a private lender such as a bank? Did you take out any sort of institutional loan from your former institution(s)? You can locate your loans using the following resources.

StudentAid.gov

This is the central location for all of your <u>federal</u> student loan* information. This includes all FFEL & Direct subsidized and unsubsidized Stafford loans, Graduate PLUS loans, and Perkins loans that you borrowed for both (or either) undergraduate and graduate school. It includes information on each loan including the loan type, loan status, interest rate, and loan servicer. In order to log into this site you will need your FSA ID and password, which is the same ID and password used to fill out your FAFSA.

On this site you can also:

- Apply for an Income-Driven Repayment Plan.
- Apply for a Direct Consolidation Loan.
- Complete the Public Service Loan Forgiveness (PSLF) Form with the PSLF Help Tool.
- Download your "My Aid Data" file to use for the AAMC MedLoans® Organizer and Calculator.

It would not include Health Profession Loans awarded through HRSA/DHHS. Please contact the institution where you received a Health Profession Loan for more information.

AnnualCreditReport.com

This website allows you to view your credit report (not score) for free from each of the three credit-reporting agencies once per year. If you have a private loan, it should show up on your credit report. If you have a loan through your institution, it may show up, depending on if they have reported the account of not.

It is important to note that this neither of these sites will not display information on institutional loans, unless reported to the credit agencies. You will need to contact your institution directly for loan information, terms, and repayment options.

DEVELOP A LOAN REPAYMENT STRATEGY

Once you've determined the type(s) and servicer(s) of your loans, you can contact your loan servicer(s) and determine when repayment begins and what repayment plans or postponement options are available. Please keep in mind federal student loans will be treated and repaid separately from private and/or institutional loans. After you understand what your balances are, who your loan servicer(s) is, and your timeline for repayment, you need to determine if you are going to start payments on your loans or enter into forbearance.

Here are resources to help determine your <u>federal</u> student loan repayment strategy (including Direct Stafford, Graduate PLUS, and Direct consolidation loans, but excluding Perkins and Health Professions Loans).

AAMC: Repayment Plans for Federal Student Loans

This site goes over the various repayment plans and the pros and cons or nuances of each plan. There is also a Repayment Plans Compared chart for a side-by-side comparison of each plan.

AAMC: MedLoans® Organizer & Calculator (MLOC):

This is a free resource for medical students and residents to assist with managing educational debt. The MLOC provides a secure location to organize and track your student loans and allows you to calculate and explore different monthly payment amounts in the various repayment plans. It also calculates overall interest paid, total repaid over the repayment term, and possible forgiveness amounts under PSLF. In addition, you have the option to see what repayment looks like if you choose to be in a forbearance during residency. To get started, either upload a .txt file from StudentAid.gov (referenced above) or manually input your loan information into the calculator and see what repayment might look like for you.

*Your loan servicer(s) will have the most accurate data (especially regarding accrued interest), but this will allow for you to get an idea of how things might look over the course of your residency and beyond.

Income-Driven Repayment (IDR) Plan Information & Application

There are several different income-driven repayment plans but two of the most common are PAYE and REPAYE. Please refer to AAMC's Repayment Plans Compared chart to understand the difference between the two. You can find additional details on each plan at StudentAid.gov.

When choosing income-driven repayment, your monthly payment will be determined based on total federal student loan debt, household size, and your previous year's taxable income (taken from your previous year's federal tax return, if filed). **For instance, based on your answers to the questions in the application, if your income was $0 for 2022, your monthly payment would be based on that amount.**

Please note:

- If you do not choose to enter into an income driven repayment plan, your loans will automatically enter into the Standard repayment plan. This requires the largest monthly payment because it has the shortest term of 10 years.
- If you are on an IDR, you must recertify your income and household size annually, which may change your monthly payment for the subsequent 12-month period. In general, your monthly payment will increase

(even if slightly) each year as your income increases and your overall federal student loan balance decreases.

- If you are considering setting up auto payments on your loans, please wait until you know exactly how much they will be withdrawing from your bank on a monthly basis. It is entirely possible that a servicer could pull your 'full' payment before your forbearance or income driven repayment request has been accepted and approved.
- If you have Perkins loans, they cannot be placed on an income driven repayment plan and you will likely get an error stating that 'one or more of your loans' does not qualify for income driven repayment. The only way Perkins loans can be in an IDR (and eligible for PSLF) is if they are consolidated into a Direct consolidation loan.
- *The GME Office cannot comment on which repayment program to choose.*

Federal Direct Consolidation Loan

You have the option to consolidate your federal student loans into a single Direct consolidation loan with a fixed interest rate based on the average of the interest rates on the loans being consolidated. *If you consolidate your loan prior to your grace period expiring, it will prematurely end your grace period once the new consolidation loan is made. This may be a good option if you're pursuing Public Service Loan Forgiveness (PSLF) and you want to start counting qualified payments immediately.*

Medical Residency Forbearance

During a medical residency forbearance, you can either pay the interest as it accrues, or you can allow it to accrue and be capitalized (added to your loan principal balance) at the end of the forbearance period. If you don't pay the interest on your loan and allow it to be capitalized, the total amount you repay over the life of your loan may be higher because you're paying additional interest on this capitalized amount. *Forbearance time does not count toward Public Service Loan Forgiveness.* Forbearance is not automatic and must be requested by completing this form. You would complete sections 1 through 3 and the GME Office will complete section 4. You would then submit the completed form to your loan servicer for processing.

Public Service Loan Forgiveness (PSLF)

The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. **OHSU is a qualified employer for the Public Service Loan Forgiveness (PSLF) program.** Here are valuable PSLF Resources:

- StudentAid.gov PSLF Help Tool
- PSLF Application & Employment Certification Form (pdf)
- AAMC PSLF Infographic

When filling out the application, you will complete page 1 and the GME Office will complete page 2. They will then return it to you and you will submit it for processing.

LOAN REPAYMENT TIMELINE EXAMPLE

The timeline example below is based on a graduation date in June 2022 and assumes you take advantage of the 6-month grace period and do not consolidate your loans. *If you have loans from prior programs and have already used up the grace period, those loans may go into repayment as early as one to two months after you graduated medical school.* It is important to note that the majority of the timeline is for federal student loans. Health Professions Loans, private, and institutional loans are all treated differently because of the different loan terms, which you can find in your promissory note or by contacting the lender/servicer/institution of those loans.

June 2023
- Gather information on all federal, private, and institutional loans. Take note of the loan type, loan servicer(s), length of grace period or when repayment begins, interest rates, repayment plan options, etc.
- Federal student loans without any remaining grace period will enter into repayment at this time. You can request an income-driven repayment plan for these loans or may also request a forbearance to temporarily postpone payments until you know your loan repayment strategy.

July – October 2023
- Verify or update your address and contact information with your loan servicer(s).
- Explore the different repayment plans and monthly payment amounts to see what will work with your budget and be most effective for you both short and long-term.

November 2023
- Choose and apply for your repayment plan or forbearance. Contact your loan servicer and confirm that they received and processed your income-driven repayment or forbearance request.

December 2023
- Your loans will enter into repayment and any unpaid interest will capitalize and be added to your principal balance.
- After you confirm your monthly payment amount is accurate, set up auto-pay.

January 2024
- Your monthly loan payments should begin.

ADDITIONAL RESOURCES

AAMC Financial Wellness Program: This is a free, self-paced online resource that provides information about a variety of financial topics to students, residents, and practicing physicians.

StudentAid.gov – 4 Things to Know about Marriage and Student Loan Debt: This article discusses the impact of marriage on federal student loan repayment, including the impact of tax filing status on loan payments.

AAMC Education Debt Manager: This is a comprehensive guide to educational debt and includes in-depth information and charts on several topics.

AAMC – Easing into Residency: Transition Tips: This article addresses important issues to help you transition from medical school to residency.

AAMC – Should I Refinance My Student Loans?: This article outlines the pros/cons and impact of refinancing.

Graduate Medical Education
gme@ohsu.edu
Phone: (503) 494-8652