Oregon Health & Science University
Graduate Medical Education

2026 Welcome Booklet

OHSU

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If you rotate at the VA the Portland VA and/or your program will reach out to you directly to complete onboarding paperwork.

Please watch for that email communication if you are in one of the programs listed on this page.

GME ONBOARDING

Dear Incoming House Officer,

Welcome to Oregon Health & Science University (OHSU)! We are very pleased that you will be joining our professional staff in the 2026-2027 academic year 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, 4/3/2026.**

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

CHECKLIST OF TASKS

The following pages include information about forms and tasks necessary for 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 24, 2026:
- ☐ Current Contact Information Form via MedHub
- ☐ Incoming Information Form via MedHub
- ☐ VA Pre-Onboarding Questionnaire (if your program rotates at the VA)

Items to be completed by April 3, 2026:
- ☐ Review and electronically sign OHSU Contract/Appointment Agreement via MedHub
- ☐ Apply for Oregon medical license
- ☐ Apply for NPI number
- ☐ View online learning modules via Echo 360
- ☐ Upload passport-style photo to MedHub
- ☐ Review and indicate acceptance of all policies in MedHub
- ☐ Upload 2 copies of personal ID
- ☐ Order your Lab Coat and Scrubs from Careismatic Scrubs
- ☐ Upload copies of ACLS/BLS/PALS/NRP cards and Medical School Diploma via MedHub (if you have them
- ☐ Upload copies of USMLE/COMLEX transcripts

Items to be completed as soon as they are assigned:
- ☐ OHSU background check via Advanced Reporting
- ☐ Complete drug screening via Advanced Reporting
- ☐ VA background check (if your program rotates at the VA)
- ☐ Set up VA account (when prompted) via communication from MVI.System@va.gov
- ☐ Activate (when prompted) Enterprise Portal and submit documentation and surveys

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):
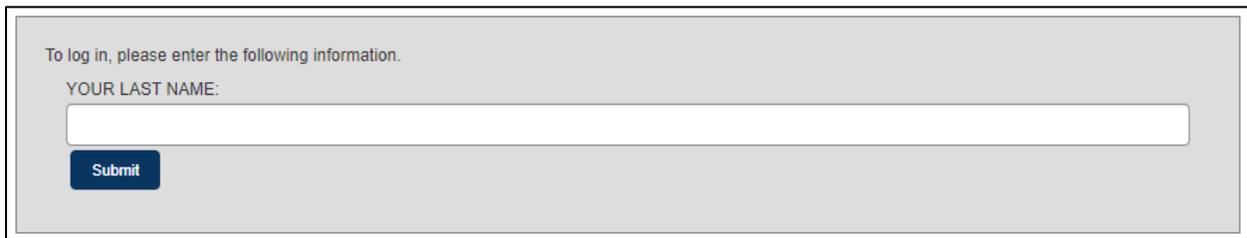
| To log in, please enter the following information. |
| --- |
| YOUR LAST NAME: |
| |
| Submit |

Review the instructions for each task listed and complete all items in your onboarding package. You can exit the onboarding package 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.

"Fill Out Online"
Some documents may be completed online directly via MedHub:
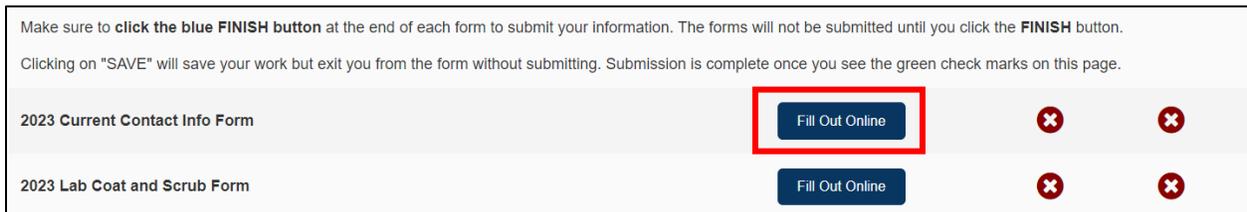
Make sure to **click the blue FINISH button** at the end of each form to submit your information. The forms will not be submitted until you click the **FINISH** button.

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 | ❌ | ❌ |

"I Completed This"
Some documents may need to be processed outside of this onboarding package. 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 onboarding package to select the "I Completed This" button:
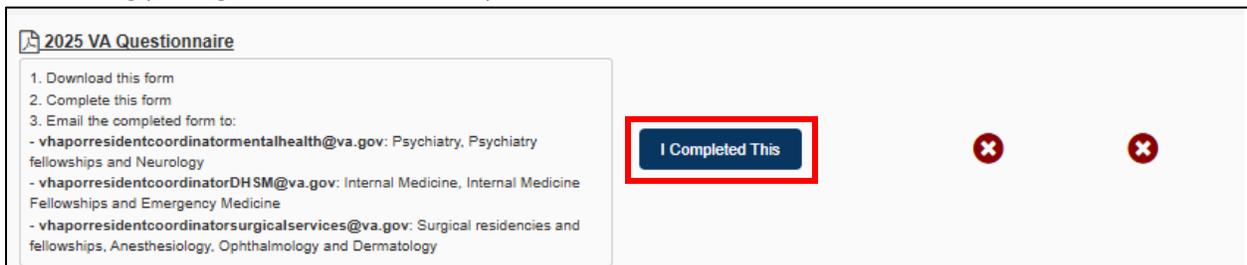
2025 VA Questionnaire

1. Download this form
2. Complete this form
3. Email the completed form to:
- **vhaporresidentcoordinatormentalhealth@va.gov:** Psychiatry, Psychiatry fellowships and Neurology
- **vhaporresidentcoordinatorDHSM@va.gov:** Internal Medicine, Internal Medicine Fellowships and Emergency Medicine
- **vhaporresidentcoordinatorsurgicalservices@va.gov:** Surgical residencies and fellowships, Anesthesiology, Ophthalmology and Dermatology

I Completed This ❌ ❌

OHSU Contract/Appointment Agreement

You will find your OHSU Contract/Appointment Agreement in your Medhub onboarding package. You will need to click Review/Sign Contract to access the document. From here, you will need to download and view the contract before the system will accept your typed full name as your signature.

OHSU Contract/Appointment Agreement

Please review your OHSU contract and indicate acceptance of your appointment by electronically signing your Appointment Agreement. Please download a copy of your contract for your records. Upon signing your contract, you will not be able to re-access the document. If you need to re-access the document and were unable to download a copy please email the GME office.

OHSU Appointment Agreement   [Review/Sign Contract]   ❌   ❌

Step 1:
Download contract here:

📄Contract

Step 2:
To accept and sign the contract, please type your name.

(Spongebob Squarepants)

[   ]   [I accept this contract]   Cancel

"Upload File"

Some items require a file to be uploaded. Preferred file types include: jpg, pdf, png, doc, docx.

Upload Photograph   [Upload File]   ❌   ❌

When Items are Submitted

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.

A few days after completing your Contact Information forms in MedHub, you will receive an email from **Careismatic Scrubs** with a link to create an account to place in your order for scrubs and lab coats. Please follow the instructions below to place the order, these will be sent to your program directly so you will pick it up on your first day from your program coordinator.

To login-

1. Go to the URL - https://ohsu.allheartgroups.com
2. Login with the credentials provided via email
3. After this you will then be taken to the 'Welcome Page' click continue to shop

To order on the site-

1. Once you arrive at the site you will see the uniforms available for purchase

2. Click on the item and you will be taken to the page where you can choose your size preference
3. ***Please note that you will be ordering 2 lab coats and 3 scrub tops and 3 scrub pants***
4. After you have selected your size, you can also choose the quantity preferred
5. **Follow the "First Name Last Name, Credentials" format for your lab coat embroidery. Do not include periods in your credentials. Add your specialty by selecting it from the drop-down menu.**

Right Chest Personalization

Line 1: First Name Last Name, Credentials
($ 6.00)

Line 2: Specialty/Certification

Select

6. Once you have selected everything you need you can click the 'Add to Cart' button
7. After you have selected all your items you can click the 'Checkout' button
8. You will then be taken to the first checkout page. Hit 'Confirm' to continue
9. Once you have reviewed your order for accuracy, hit 'Submit Order'
10. Once your order is submitted you will be directed to a page where you can see your order number and order details. There is also an automatic email sent to your email address with this information.

Please note that orders cannot be modified once submitted. Please review for accuracy.

Any technical questions or concerns please contact customer service at 800-245-8430.
Any additional questions email groupsales@careismatic.com. Please provide the order number if applicable.

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-passport from Advanced Reporting.**

BACKGROUND CHECK

You will receive an e-mail from Advanced Reporting, OHSU's background check vendor, prior to your hire date. **It is imperative you take quick action following this email.** The email 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 approved for work.

If you do not receive the Advanced Reporting e-mail by late May, 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 Advance Reporting **during the background check authorization**. Please read all the instructions thoroughly and carefully. Once the authorization is complete, Advanced Reporting will send instructions via the e-passport for testing based on the provided zip code of the collection site you selected during the authorization. If your zip code has changed, use the link at the bottom of your e-passport to find another testing location, or partner with Advanced Reporting as they can assist with finding a new testing site anywhere in the US. If you are outside the US upon notification of the request, please reach out to Advanced Reporting. Please note, any delays in completion of the drug screen may impact your start date.

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

Welcome to OHSU! Occupational Health is OHSU's centralized resource for ensuring that you can perform your job duties safely in the workplace. Before your GME Check-In Session, you **must** complete the required actions below.

Required Actions:

1. Activate your Enterprise Health account

- Look for an email from DoNotReply@ohsu.edu with the subject "Portal Activation Instructions" (check your junk/spam folder). This will be sent before May. If you do not hear by Mid-May, Please reach out to gme@ohsu.edu and occhealth@ohsu.edu
- Follow the instructions for "New User Registration" to activate your account
- For assistance, email occhealth@ohsu.edu
- If you are a current OHSU student/employee, your records are on file and accounts will be merged on your first day.

2. Upload your Immunizations/Titers/TB Screening Records

Upload valid records (with name and date of birth) to the Forms/Surveys/Documents tab in Enterprise Health.

- Hepatitis B vaccine series AND positive titer
- MMR series OR positive titers
- Varicella series OR positive titer
- TB screenings/treatment
- Tdap
- 2024-2025 COVID & Flu (or submit declination through Enterprise Health)

3. Complete 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, while also generating a medical clearance for use of Standard Respirator.

- Standard Respirator Survey – Baseline
- Tuberculosis Screening Survey - Baseline

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

Occupational Health will conduct (if applicable):

- An on-site screening by our nurses may be provided to support screening for services
- TB Screening via Quantiferon Gold (QFN-IGRA) blood draw
- N95 Fit Testing **(Arrive clean shaven, OSHA prohibits testing for individuals with facial hair)**
- Immunizations and Titers

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

Occupational Health

t – 503-494-5271
f – 503-494-4457
e - occhealth@ohsu.edu

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. OHSU CURRENTLY ONLY REIMBURSES UNLIMITED MEDICAL LICENSES FOR THE FOLLOWING PROGRAMS: Emergency Medical Services, Clinical Informatics, Maternal Fetal Medicine, and Medical Toxicology.

Check your Status

> We recommend you check the status of your license application two weeks after submission. Go to the OMB website. Under Applicant/Licensee Services choose "Check my application status" and log in using your application number 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 9am-12pm and 1pm-3pm PST (phone lines are closed from 12pm-1pm).

> Basic application information, eligibility requirements and other general information is available on the OMB webpage under the "Licensing" heading.

Notes for Fellows

> Apply for either a **Postgraduate Limited License** or an **Unlimited Full Permanent License**, do NOT apply for the MD Fellow License unless required by your program. *Please note, MD Fellow Licenses are only granted for one year at a time, up to two consecutive years. For this reason, this license type is not recommended.*

> 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.)

> Some programs require that you have an unlimited license for ACGME Requirements in the parameters of your program. Please check with your program coordinator to ensure you get the correct type of license. If this is the case, your unlimited license may be eligible for reimbursement.

Postgraduate Limited License Instructions:

1. To apply, follow the link in your MedHub Onboarding dashboard to the Oregon Medical Board's website.
   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 date may reflect the length of program up to three years:

   a. Example: If your contract start date is 7/2026 and ends in 6/2030, license dates should be: **7/1/26 – 6/30/29**

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. 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 received.
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. The OMB prefers more information than less information.

    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 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 photo taken within the past 90 days. **You cannot utilize a previous submitted photo.** Please send it directly to the Oregon Medical Board to complete your application. This does not have to be a professional portrait but should have a plain background.

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 website.

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

18. Payment:

    a. **Post-Graduate 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. If your unlimited license is eligible for reimbursement (see below), we will process your reimbursement post-application. Please remember to check with the GME office to ensure that you have permission to apply for an unlimited license. You will not receive a refund from the OMB if you have applied for the incorrect license type.**

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 within a few weeks. You may need to keep an eye on your OMB profile for messages from OMB staff regarding any additional documentation they are needing.

Unlimited License Information:

If you are interested in obtaining instructions and reviewing eligibility for an unlimited license, please view the OMB website. 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 **as early as possible**. Allow **at least twelve weeks** for completion of the unlimited license application. If you are interested in obtaining an Unlimited License effective 7/1/2025, 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 website 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 an unlimited license may not be issued to you by 7/1/2025. In that case, please call GME to discuss options.

Unlimited License Reimbursement Eligibility:

GME currently only covers the cost of an unlimited license for four programs: Emergency Medical Services, Clinical Informatics, Maternal Fetal Medicine, and Medical Toxicology. GME does not cover the cost of unlimited licenses if obtained simply to moonlight or prepare for future employment. If you are unsure if your unlimited license is required by your program, please check with your program coordinator. If your unlimited license is eligible for reimbursement, please email gme@ohsu.edu.

If you are on a visa, or planning to have a visa, you cannot have an unlimited license for moonlighting purposes. You may obtain one if needed to sit for boards, but please check with GME before doing so.

You may need an unlimited license to sit for your specialty boards. Double-check with your boards to determine this.

Oregon Medical Board
Ensuring public safety & protecting Oregon citizens since 1889

Beginning the Licensure Process

Information & Resources

For basic application information regarding eligibility requirements and to obtain other general information regarding licensure and license types, visit **omb.oregon.gov/licensing**.

To apply for a limited or unlimited license, visit **omb. oregon.gov/login**.

New to the system? You will be required to register a new account. 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. Your application will not be completed without it.

Once you have submitted an application, please utilize the Online System Report (OSR). This is how the Board will communicate 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 submit the correct application, as all applications are **non-refundable, non-transferable, and will not be prorated**.

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

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

- **Hours:** Monday – Friday, 9 a.m.–Noon & 1–3 p.m.

- **Phone:** 971-673-2700

- **Email:** licensing@omb.oregon.gov

- **Website:** omb.oregon.gov/licensing

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. When you obtain your SSN, please return to the Medhub Onboarding package to provide both your SSN and your NPI numbers.

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)

OHSU
3181 SW Sam Jackson Park Road
Portland OR 97239
503-494-8211

- 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 3, 2026.**

List of Echo360 Modules:

- ☐ Care Management
- ☐ Coding and Billing
- ☐ Decedent Affairs
- ☐ GME Office
- ☐ Imaging at OHSU
- ☐ Medication Safety
- ☐ OHSU Mission Control
- ☐ Oregon Medical Board
- ☐ Pain Management
- ☐ Parking and Transportation
- ☐ Services Provided by Patient Relations
- ☐ Sleep Deprivation
- ☐ EPAS
- ☐ Any other videos as listed in the Echo360 course

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
- 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

Fluorescent "office" lights and not direct facing

Information about badges:

When ordering your badge, we use the information that has been entered into your MedHub onboarding package:

- Uploaded photo
- Legal first and last names
- Educational degrees pulled from your ERAS application
- Pronouns (if selected for display on badge)
- Title (resident or fellow)
- Program name

You will receive your OHSU ID badge on your GME check-in day. If there is an error on your badge, please notify the Parking staff member present at check-in. Please allow 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.

COVID-19 Immunizations and education policy

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 18 – Moonlighting

GME 19 – Procedures for Addressing Resident-Fellow Performance Deficiencies

GME 20 - Paid Time Off Policy

GME 23 – Promotion Procedure for GME Training Programs

GME 24 - Eligibility Recruitment & Selection

GME 27 – Restrictive Covenants

GME 33 - USMLE-COMLEX Policy

GME 48 – AI use in GME

U.S. Department of Veterans Affairs

Veterans Health Administration
VA Portland Health Care System

GME Trainee's Guide to Onboarding at VA Portland Healthcare System Academic Year 2026

Welcome!

The Veterans Affairs Portland Health Care System (VAPORHCS) congratulates you on joining us for a portion of your clinical training. As a resident or fellow at VA, you are a key member of the clinical team which achieves our mission to honor America's Veterans by providing exceptional healthcare. We are excited to embark with you on your educational journey and look forward to welcoming you to VAPORHCS.

Introduction and Getting Started

❖ <u>Gather up your materials</u>: Ensure you have ready access to several forms of identification, your immigration and naturalization paperwork (where applicable), and prior addresses over the last 5 years for your background investigation. If using a Driver License ensure that it is REAL ID compliant; if not you will need a Passport.

❖ <u>Choose an email for your onboarding</u>: VA utilizes an online onboarding platform. It will be important to use an email that is easy to access, **and** to check it regularly. *Do not* use an email that is likely to be deactivated within the first year of your training, such as the email from your medical school.

❖ <u>Pay attention to deadlines</u>: Several elements of onboarding are both time sensitive and an absolute requirement for moving on to next steps in your onboarding.

❖ <u>Use a PC if possible</u>: Anticipate some extra time if using Apple Operating Systems.

❖ <u>Keep an eye on your spam and junk filters</u>: An email will be sent from MVI.System@va.gov as one of the first steps in onboarding-**Do not delete this; it is not junk.** Later in the process, emails will be sent from USAccess (when you are cleared to make an PIV badge appointment), NBIS (when it is time to submit information for your background investigation), and TMS (when it's time to complete mandatory trainings).

- ❖ <u>Learn more</u>: This guide and other onboarding references can be found at [insert QR code]; please bookmark these for easy access! https://www.va.gov/portland-health-care/work-with-us/internships-and-fellowships/residents-and-fellows/
- ❖ <u>Websites to bookmark</u>:
  - ○ Office of Academic Affiliations (the national office that governs training at VA): https://department.va.gov/academic-affiliations/medical-and-dental/
  - ○ Selective Service System
  - ○ Acceptable IDs for VA purposes

Contact Us

Office Hours and Location

- ❖ Portland VA Hospital, Bldg 101, 2nd Floor, Suite 215
- ❖ Monday through Friday, 7:30 am through 3:30 pm excluding Federal Holidays

Phone

- ❖ 503-220-8262 Ext.56109

Emails

- ❖ VHAPORGME@va.gov. This is a group inbox shared by both GME Health Systems Specialists, the Associate Chief of Staff for Education and the Health Professions Manager
- ❖ Kendyl.Stubleski@va.gov, Health Systems Specialist
- ❖ Marcie.Evans@va.gov, Health Systems Specialist
- ❖ Joseph.Mallett@va.gov, Health Professions Education Manager
- ❖ Kerry.Rhyne@va.gov, Associate Chief of Staff for Education

Onboarding Step-by-Step

Step 1: Complete the Questionnaire

Shortly after Match Day, you will be sent a pre-onboarding questionnaire which will alert us to any special circumstances regarding your onboarding, and prevent us from turning off any access needed at your current VA (if applicable). This should take 5-10 minutes to complete.

⟹ **Deadline:** Complete via DocuSign within **one business week** of receipt.

Step 2: Apply to Onboard

The invitation to complete an onboarding application will come from MVI.Systems@va.gov. Plan 30-45 minutes for this step which involves setting up an ID.me or login.gov account for dual-factor authentication. Basic demographic information is required for setting up both accounts.

⟹ **Deadline**: Complete application within **one business week** of receiving the invitation.

- ❖ **Materials**: Ensure you have two forms of ID you plan on using to get your VA identification (acceptable forms of ID) and any citizenship or name-change paperwork (if applicable). The names on your two forms of ID *must exactly match*. If planning to use a driver license, it **must be REAL ID compliant**, and **NOT** a temporary paper card.
- ❖ **ID.me/login.gov Tips:**
  - o The name you enter in the system **MUST EXACTLY** match the name on your two forms of ID, including your middle name and hyphens.
  - o Be sure your DOB and SSN are also entered correctly.
  - o The information you enter here will feed into the initial worksheet of your onboarding application.
- ❖ **Onboarding Application Tips**:
  - o Use a PC if possible
  - o Initial Worksheet:
    - ▪ Your name **MUST EXACTLY** match the name on your two forms of ID, including your middle name and hyphens.
    - ▪ If your name, DOB, or SSN are incorrect, click the **red** "Notify VA of Identity Changes button" to request a correction.
    - ▪ If you have other name(s) used, list the full other name(s), not just the first or last name.
    - ▪ Only list a DEA number if you have a **personal DEA number** (9 characters).
    - ▪ You will need to upload two I-9 compatible IDs
  - o 10-2850:
    - ▪ Include all present and past licensure information in Sections V and VI.

- If you do not have all of your licensure information, each state medical board has an online verification system, and you can look up all your license information.
  - Enter your upcoming residency or fellowship training and expected graduation date in Section IX. Number of months completed should be listed as "0".
  - When the forms are completed, click the green **"SUBMIT"** button, otherwise the application **WILL NOT be** released for further processing.

Step 3: Training

There are TWO mandatory training modules that must be completed for your VA accounts to be created. The sooner these are done, the more smoothly account set-ups will go. The training account is generated after the application from Step 2 is received.

Note: The MTT must be completed more than 30 days prior to your start date in order for your accounts to be generated

Deadline: Complete trainings within 1 week of notification.

- ❖ **Materials**: A computer and approximately 4 hours of time.
- ❖ **Training Tips**:
  - Complete TWO required Mandatory trainings:
    - Mandatory Training for Trainees (MTT)
    - CPRS Tab-by-Tab
  - An email will be sent from MVI.System@va.gov stating a training has been assigned. The email will state the training is not required before reporting for duty but is "recommended to expedite your onboarding process"- This is an inaccurate statement; please note delaying training **WILL DELAY** your ability to provide care for Veterans on day one
  - Plan to take the training **within a week of receipt** of the email.
  - If you are *new* to the VA, you will get a follow up email from "TMS" with instructions.
  - If you have been at a VA before, you may not get the follow up email as the training account is not marked as new. Instead:
    - Search VA TMS 2.0 in your web browser.
    - You will need your username
      - If you cannot find your username, please contact your VA POC and ask for your TMS username

- If you forgot your password, call 855-673-4357 and supply your cell phone number so you can receive a text to reset your password.
- Both trainings will be in your Learning Plan.
  - o Mandatory Training for Trainees (MTT) covers HIPAA and VA Rules of Behavior, and replaces the multitude of modules that staff take. A refresher course must be completed annually for the duration of your training.
  - o CPRS Tab-by-Tab teaches how to use the electronic health record. You can NOT be granted access to the chart until this is completed.
  - o **Contact us**: Let your VA POC know when the CPRS training has been completed so access to the record can be granted.

Step 4: Enroll for your PIV Badge

After your application is received, you can be sponsored for a PIV badge. When sponsorship has been completed, an email will be sent directing you to schedule enrollment. An enrollment appointment involves showing two forms of ID, getting fingerprinted, and having your picture taken. The enrollment appointment and background investigation are related to each other so please read both steps 3 and 4 carefully for correct timing and sequencing.

Schedule Enrollment Appointment

Deadline: Schedule an enrollment appointment **within 3 days** of receiving notification of sponsorship

- ❖ **Enrollment Scheduling Tips**:
  - o The sponsorship email notification is sent from USAccess. **DO NOT** schedule an appointment until you receive an email confirming sponsorship. It will contain instructions.
  - o Your VA POC also will send instructions
  - o Use this link to schedule an enrollment appointment
  - o This does not have to be completed at a VA; many Federal Agencies can complete enrollment.
    - Sponsoring Agency: Department of Veterans Affairs.
    - Site Type: Shared. Select a location, date, and time that works for you.
  - o **Pro-tip**: Complete this step before you move to Portland if possible.

Attend Enrollment Appointment

Deadline: An Enrollment appointment should be a minimum of **30 days** prior to your GME mass onboarding date to have the best chance of picking up your PIV badge during the mass onboarding event.

- ❖ **Enrollment Attendance Tips**:
  - o Bring: Two forms of ID. The names MUST MATCH EXACTLY to what you entered in your application. If you use a Driver License, it must be REAL-ID compliant, and not a temporary paper card.
  - o Review approved forms of identification

- - If completing enrollment somewhere other than the Portland VA, provide the following information to the enrollment team (this lets them route the information to Portland):
    - Site Organizational Identifier (SOI): VA79 VAPORHCS
    - Site Organizational Number (SON): 1141
  - *Do not show teeth* when they take your picture. If you do, you will have to retake the photo.
  - **Contact us**: Let your VA POC know your enrollment date so we can complete additional actions on our end.

Step 5: The Background Investigation

When you are sponsored for a PIV badge, a background investigation request is also entered. Additional information must be submitted to complete the background investigation. It is imperative to complete it within **3 days of receipt** of the email from NBIS.

➡ **Deadline**: Complete the "eAPP" within 3 days of receiving the email from NBIS

- ❖ **Materials**: Gather up all your identifying information and citizenship documents. Additionally, the last five years of your mailing addresses and professional references must be provided.
- ❖ **Background Investigation Tips**:
  - Correspondence regarding the background investigation will come from donotreply@nbis.mil.
  - The user information and temporary password are contained in two separate emails for security.
  - The application **MUST BE COMPLETED** prior to attending your enrollment appointment.
  - Contact information CANNOT be left blank or answered with "I don't know."
  - Concerns about the process or questions being asked? Reach out to your VA Point-of-Contact.

Step 6: In-Person Check-In

VA Portland will attend OHSU's mass-onboarding sessions. If you will not be attending a mass onboarding session (internal transfers, and some programs do not attend), you **MUST** arrange to meet with us at the Education office to ensure all the steps have been completed to provide you with tort (malpractice) coverage. For in-person check-in, bring 2 forms of ID (for PIV pickup). During the Check-In you will:

- ❖ Complete the Signing Ceremony.
  - Bring your laptop for this step: You will be accessing the original application system to sign documents, and reviewing documents on a phone can be difficult
- ❖ Complete the Oath of office.
- ❖ Receive some brief orientation materials and meet members of your VA team.

Additionally, you will walk over to the VA to complete steps that require internal access to VA systems. A map will be provided with directions. At the VA station you will:

- ❖ Receive your PIV badge.
- ❖ Receive the "code sheets" with your access code and temporary verify code for VISTA.

Step 7: Prior to seeing Veterans

Before your first clinical assignment it is critical to log in to all your accounts and ensure that everything is working smoothly. There will be several drop-in sessions with IT support, or you can stop at the Education office. Please come see us within the first month of the academic year even if your first rotation at the VA isn't for several months.

- ❖ Log into computer systems to ensure that all accounts work, update passwords, set your signature block and signature code.
- ❖ Request Microsoft 365 license (required for MS Teams and email).
- ❖ Register your mobile number with the yourIT helpdesk.

Prefer a checklist format? We've got you:

☐ Upgrade your state ID/driver license to a REAL ID.

☐ Complete VA onboarding invitation.

☐ Complete Mandatory Training for Trainees (MTT).

☐ Complete CPRS Tab-by-Tab training.

☐ Send CPRS Tab-by-Tab training certificate to your VA point of contact.

☐ Schedule enrollment appointment.

☐ Send enrollment appointment date to your VA point of contact.

☐ Complete Background Investigation Application.

☐ Attend Enrollment Appointment.

☐ Complete Signing Ceremony & Oath of Office

☐ Pick up PIV Badge

☐ Check-in with VA Education

DEPARTMENT OF VETERANS AFFAIRS
3710 SW US Veterans Hospital Road
Portland, OR 97239

Congratulations on your next stage of training! If you do NOT have clinical training time at the VA, please disregard the following. Otherwise, read on!

We have seen that certain situations can create significant delays in or challenges with onboarding. Identifying these early will help us support you in a smooth onboarding. Please review the form below, fill out, and return to marcie.evans@va.gov **March 25, 2025.**

Last Name, First Name, Middle Name _____

- Have you ever changed your legal name, or plan to do so between selection to the program and onboarding, such as marriage, divorce, chosen name?
  ☐Yes (continue below)
  - What is the legal name you will onboard under (must have 2 pieces of ID to match this). Your onboarding will go far more smoothly if the invitation goes out to the desired legal name.
    _____
  ☐No

- Is your Citizenship any nation OTHER than the United States of America?
  ☐Yes
  ☐No

- Will you be employed by VA during any of your training?
  ☐Yes
  ☐No

- Have you ever trained or had employment at any other VA?
  ☐Yes (continue below)
    - What is the name of the VA? _____
    - What is your VA email address _____
    - What is your VHAname if known (for example, if you were at Portland, it would start with VHAPOR)
      _____

- What is the last date your need computer access at your current VA, so we don't shut it off prematurely? _____
- Do you have a PIV (VA ID) Card?
  - ☐ Yes
    - What is the card # and expiration?_____
  - ☐ No
- ☐No

- Are you transitioning from one OHSU program to another such as residency to fellowship or one residency to a different one?
  - ☐Yes
    - What is the "old" program _____
    - What is the "new" program _____
  - ☐No

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. You will be directed to park in the Garage D parking lot which will be managed by a parking attendant who will guide you to your reserved space. More 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 60 minutes but please do not make any plans for this day, because the online tasks will still take a full workday. 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 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.

YOU MUST BRING TWO FORMS OF ACCEPTABLE IDENTIFICATION

Examples of acceptable IDs are on the next page. **Please make sure to bring two.** We do not recommend packing IDs in storage during your move.

Check-In Session Activities

- Before Check-in session
  - [Complete part 1 of your 1-9](#)
- In-person check-in session
  - Complete I-9 with HR
  - Pick up your OHSU ID badge
  - Complete Occupational Health in-person requirements (fit tests, TB test, etc.)
  - Learn about SPOK paging with wireless
  - Complete paperwork with the VA
  - Meet the HOU Union representatives
  - Meet the GME staff and complete GME documentation
- Online tasks
  - Activate OHSU network login
  - Sign up for benefits
  - Sign up for parking
  - Sign up for direct deposit
  - Complete training modules

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

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

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

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:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			**(1)** NOT VALID FOR EMPLOYMENT
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	**(2)** VALID FOR WORK ONLY WITH INS AUTHORIZATION
4. Employment Authorization Document that contains a photograph (Form I-766)			**(3)** VALID FOR WORK ONLY WITH DHS AUTHORIZATION
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:		**3.** School ID card with a photograph	**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
a. Foreign passport; and		**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
b. Form I-94 or Form I-94A that has the following:		**5.** U.S. Military card or draft record	
(1) The same name as the passport; and		**6.** Military dependent's ID card	**4.** Native American tribal document
(2) An endorsement of the individual's status or parole 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.		**7.** U.S. Coast Guard Merchant Mariner Card	**5.** U.S. Citizen ID Card (Form I-197)
		8. Native American tribal document	**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		9. Driver's license issued by a Canadian government authority	**7.** Employment authorization document issued by the Department of Homeland Security
		For persons under age 18 who are unable to present a document listed above:	For examples, see **Section 7** and **Section 13** of the M-274 on **uscis.gov/i-9-central**.
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	The Form I-766, Employment Authorization Document, is a List A, **Item Number 4.** document, not a List C document.
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

	OR		
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.

RESOURCES

Welcome to your union

OHSU HOUSE OFFICERS UNION
OREGON AFSCME

Our union is AFSCME Local 4820, House Officers Union. Having a union means we have a real voice at the decision-making table at OHSU.
We are part of the conversation!

Pay

Incoming house officers will earn $81.5K in total compensation. We worked hard making OHSU a competitive west coast institution. By unionizing, we are projected to earn up to 29% by AY'27.
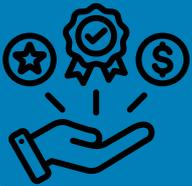
Benefits

Relocation expenses, meal allowance, and bilingual bonus are among some of the great benefits our union won! Being in a union means you have a seat at for our next contract negotiations.

Balance

Our union means OHSU house officers now have more leave time than ever. Our new contract grants 28 vacation days and new measures to ensure fair scheduling around holidays
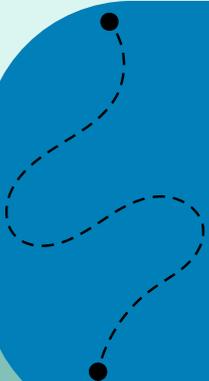
Beyond

Our union makes life inside and outside OHSU better. You may apply for hardship funds for those difficult time. Members get access to exclusive discount for phone, loans, and even pet insurance. We are also looking out for your future by building partnerships with companies to make job searches better!

visit our website & become a member

Oregon AFSCME believes in economic and social justice for all Oregon workers and their families. Our mission is to empower and unite workers to create change in their workplaces and communities. Oregon AFSCME represents over 40,00 workers in Oregon. Our members work for the State of Oregon in addition to counties, municipalities and behavioral health nonprofits across Oregon as well as self-employed child care providers. www.OregonAFSCME.org.
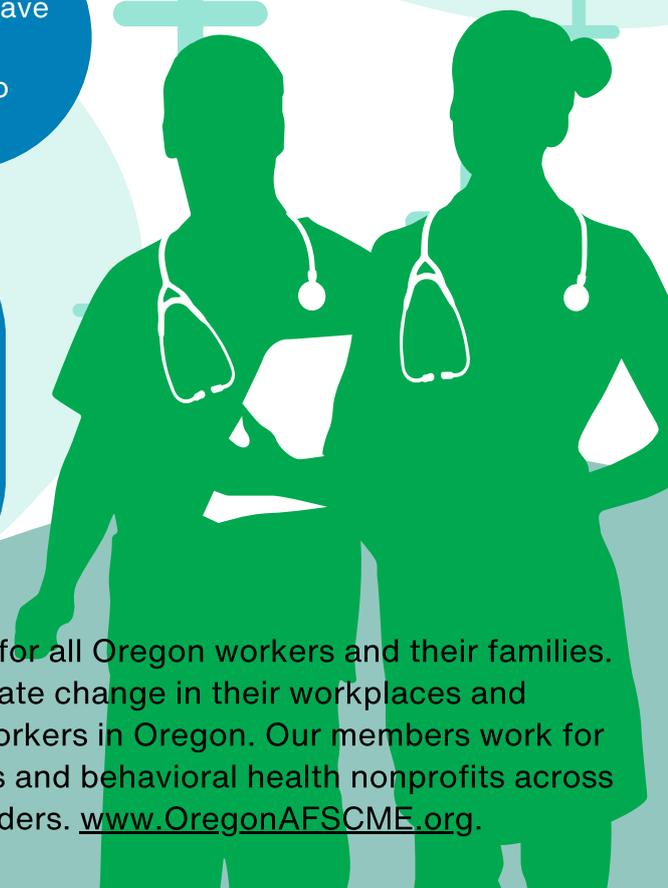
OHSU Campus Access and Commute Services Options for Residents

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

Campus Access and Commute Services GME video: Link to video here

MyCommute:
Onboard into MyCommute with your OHSU network ID and password to access a variety of tools.
- Log your commute daily to earn cash (in bound bike and scooter commuters can earn $3 per day, walk and transit commuters earn $1.50 per day, Monday-Friday) and enroll in reward challenges for various commute methods.
- Reserve daily parking via payroll deduction.
- Reserve free patient parking for your personal medical appointments.
- Request a Guaranteed Ride Home.

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

1. Wage based daily reservations: Available via MyCommute (paid via payroll deduction) at a reduced price based on your wage bracket and the parking location. Half day permits are also available for a lower cost in some locations if arriving after 1pm.
2. *House Officer annual or monthly permits:* Available online for Garages E or F on Marquam Hill, Schnitzer Lot on the South Waterfront, and for Marquam Plaza. With your OHSU login, 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). *HOU annual and monthly permits are only available to current members of the House Officers Union.*

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

Transportation Options:

Lyft: www.ohsu.edu/ridehail
- Lyft Off: Employees commuting between 9pm and 5:30am to or from Marquam Hill or South Waterfront may apply for subsidized Lyft Rides.
- Lyft Campus Connector: Lyft can be used to travel between the campuses when the tram is not running during the overnight hours.

Transit: www.ohsu.edu/transit
OHSU offers cash for eligible trips by transit logged in MyCommute. Three transit agencies serve OHSU: Portland Streetcar (free with an OHSU badge); Portland regional transit: TriMet; and Vancouver transit: C-TRAN. For TriMet and C-TRAN, annual passes (called HOP cards) are available at significant discount. 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 C-TRAN HOP card ready at your onboarding session, please email by May 31st.**

Biking and scooters: www.ohsu.edu/bike
OHSU offers cash for eligible trips by bike or similar device logged in MyCommute), secure bike facilities, loaner bikes, and subsidies 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 (required for boarding at either the Marquam Hill or South Waterfront terminal. The ride is approximately 5 minutes.

More information
Visit www.ohsu.edu/commute.

See transportation information specific to Graduate Medical Education.

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

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

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