



**St. Luke's Roosevelt Hospital Center  
Graduate Medical Education Office**

**PACKAGE COMPLETION INSTRUCTIONS**

**For Incoming House Staff - 2011**

(Only for Residents/Fellows already accepted into SLRHC training programs)

*Every clearance, credential, document, training, test and form must be completed before you begin your training. So please review all instructions carefully.*

**Included in the contract package that has been or will be sent to you shortly are the following documents and instructions:**

- **Contract** –Included are two (2) copies of your contract. Please sign and return **one (1)** copy, **immediately** upon receipt, to the Graduate Education Office (GME) in the envelope provided. You may keep the second copy for your records. As indicated below, your signed contract constitutes your consent for drug testing and background investigation. Additionally, we require a signed contract prior to authorizing the Real Estate Department to assign hospital housing to incoming house staff.
- **Drug Testing and Background Investigation Package** - As indicated in the Human Resources (HR) cover letter, a signed consent is required prior to going for toxicology testing and to allow a background investigation. Your signed contract will provide your consent to test and to disclose the information. **YOU WILL NOT BE ALLOWED TO BEGIN YOUR TRAINING UNTIL BOTH SCREENINGS ARE COMPLETE AND YOU HAVE BEEN CLEARED BY HR.**
- **J1 Sponsorship** – If you had been identified as an individual who is going to receive J1 visa sponsorship, we enclosed a form with the Hospital's section pre-filled and -signed.
- **SLR Employee Handbook and Code of Conduct Handbook** - Please complete the **Handbooks' Acknowledgements** and return to your program coordinator.
- **CHP Conflict of Interest Policy and Disclosure Statement** – After reviewing the Conflict of Interest Policy, please complete the Disclosure Statement and return to your program coordinator.
- **NYS Infection Control Training Instructions** – If you are not already certified, please use the instructions to take the course online. Be sure to print out your certificate and provide to your coordinator. There is no charge to residents/fellows for this training.

**On the Graduate Medical Education website in the Incoming Residents/Fellows section:**

**Pre-Employment Processing**

- **Program Coordinators' Contact Sheet** – It lists the name of the person who will be your primary contact.
- **Credential Checklist** – List of all credentials needed.
- **Human Resources Checklist** – List of employment documents/forms.
- **Instructions for visa applicants** – If you require visa sponsorship, please review.
- **Employee Health Service (EHS)** – Please contact EHS directly about setting up an appointment and with any questions you may have about the health assessment process.

- **BCLS/ACLS Training** – All house staff are required to be BCLS certified and most are required to have ACLS certification. Please review the SLRHC policy showing the BCLS/ACLS requirement for each residency/fellowship program. *Please complete the registration and fax or e-mail your registration per instructions on form.*
- **National Provider Identification (NPI) Number:** Please include your NPI number on Page 3 of the Resident/Fellow Application. If you do not have an NPI number, please obtain one: <https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>
- **NYS Infection Control** – All house staff are required to be New York State Infection Control certified. *Please complete the online training and include a copy of your Certificate with your Credential package.*
- **Request for Final Transcript** – Use the form, pay the necessary fee, mail directly to your medical school and have the transcript mailed to your program coordinator.

**Forms and Policies for Review and Completion**– Please review, complete the forms required and return the forms to your program contact/coordinator **prior to your start date.**

- **Resident/Fellow Application** – Please download the application and complete.
- **I-9 Form (Employment Eligibility Verification)** – Please download and complete. Use the instructions included on the form and the linked website for more assistance in completing the form. Please note *Lists of Acceptable Documents* on Page 4 of the form. You must provide your program coordinator with *original documents* and he/she will photocopy.

*(If you are not a U.S. citizen or permanent resident alien DO NOT COMPLETE the W-4 and IT-2104 tax forms. When you return your completed I-9 form to your program coordinator, you will receive a Tax Compliance Notification Sheet, and you will further be required to complete your tax forms in an on-line software program called GLACIER. You will receive an e-mail notifying you how to access GLACIER.)* Please print copies of forms and submit them directly to the address on the Tax Compliance Notification Sheet. You must also submit copies to your program coordinator.

- **W-4 Form (Federal Income Tax Form)** – Please download the form and complete using the linked website for assistance. **To be completed only by U.S. Citizens and permanent resident aliens.**
- **IT-2104 Form (NYS and NYC/Yonkers Withholding)** – Please download and complete. Use the instructions included on the form and the linked website for assistance in completing the form. If you are **not** going to reside in New York City, Yonkers or New York State you must **also** complete Form IT-2104.1 – Certificate of Non-residence. **To be completed only by U.S. citizens and permanent resident aliens.**
- **Employee Data Sheet** – Please download, complete the demographic and emergency contact sections and sign. It is suggested that you complete this sheet when you know your new local address.
- **Computer and Communications Security Policy** – Please download, review the policy and complete the acknowledgement form.
- **Encryption Policy** – Please review policy
- **Pre-Employment Drug Testing Policy** - Please review the full policy.
- **Pre-Employment Background Investigation Policy** – Please review the full policy.
- **Disclosure of Criminal Convictions Policy** – Please download, review the policy and complete the acknowledgement form.
- **Direct Deposit Authorization** – If you have an established account into which you wish to do direct deposit, complete this form and attach a sample check or deposit slip. If you want to establish an account with TD Bank, hold off until Orientation when we expect to have a TD Bank representative available. TD Bank offers a special workplace account including free checking with a minimum balance requirement and maintains ATM machines at both sites of the hospital.

- **NOTE: Social Security Card** – Your program coordinator must see your original Social Security card. If you have lost your card please apply for a replacement. If you do not currently have a Social Security card, please review the instructions, complete the application and use the website <http://www.ssa.gov/online/ss-5.html> for more information. You may not get paid until your original Social Security card is presented.

#### Orientation

- **Orientation Schedule and Registration Form** - To accommodate the various starting dates of the programs, we have scheduled two separate sessions for Orientation; you need only to sign up for one session. All incoming house staff are required to attend an Orientation session. *Please select a date, mark your calendar and return the registration form to your program coordinator.*

#### Online Training

- **PRISM Training** - Should be done no sooner than 30 days before your program start date. In order to access the web based training you will need a training user ID and password. It is anticipated that your training ID and password will be sent to you by e-mail. Keep in touch with your program coordinator about your access to PRISM training.
- **Pre-Orientation House Staff Competencies** – Each of these training modules must be completed prior to your start date.

#### CIR/SEIU

- **Benefits** – All residents/fellows in accredited training programs receive their benefits through the Committee of Interns and Residents (CIR). Use the link to go to the CIR website for more information. CIR benefits enrollment will take place during the Hospital Orientation sessions. *Fellows in non-accredited programs are covered for benefits under the Hospital Center's benefits package.*

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