



**GRADUATE MEDICAL EDUCATION**  
**Stanton-Gerber Hall, VA Building 178**  
**Wing A, Room 101**  
**Phone: 423-439-8024 Fax: 423-439-8910**

## **Incoming Trainee Onboarding Process Overview**

*Below is information an incoming QCOM trainee will need in order to complete the “onboarding” process. After reviewing this document, if you have any further questions contact **Dakotah Phillips** in the GME office at [phillipsdl@etsu.edu](mailto:phillipsdl@etsu.edu).*

**\*\*Please make an effort to come by the Office of Graduate Medical Education (Stanton-Gerber Hall, VA Building 178, Wing A, Room 101) prior to orientation as the I-9 form must be completed in person. Please also bring with you the original form of ID you choose to use from the approved I-9 document list which is provided on your New Innovations checklist and also on the incoming resident/fellow page. This will not only save you time on the day of orientation but will insure you are cleared to begin working with no delay in employment. This paperwork is required before you can be entered into the ETSU system. If you are unable to come by, make sure you provide the required documentation in the onboarding checklist and bring original documents when completing the I-9 paperwork.**

**Orientation:** Orientation will begin on Monday, June 17, 2024. The 2024 Office of Graduate Medical Education Resident Orientation will be Tuesday, June 18 and commences at 8:00 am in the small auditorium of Stanton-Gerber Hall, VA Bldg 178. Each specialty program will have scheduled training and events through June 30<sup>th</sup>. You will be notified by your respective program of the details. All incoming resident trainees must attend GME orientation on June 18<sup>th</sup>. A separate orientation will be provided to incoming fellow trainees who cannot arrive by that time due to commitment to their current training program.

**QCOM Contract:** The Quillen College of Medicine employment contract will be sent to you via New Innovations, the resident management system used. Your contract **MUST** be signed through New Innovations. Once signed, submit your contract through the system as indicated so the subsequent signatures can be obtained. When your contract has been received by the GME Office, it will then be uploaded to New Innovations.

***\*You will be every other week on Friday. Your wages must be direct deposited. Please follow the instructions per this step on your onboarding checklist.***

**New Innovations:** This is the management suite that we use at Quillen College of Medicine for distributing employment paperwork, schedules, tracking duty hours etc. You will receive an email from New Innovations at the time of your account creation with your login information. If you do not see it in your inbox, please check your spam.

**NI Website:** <https://www.new-innov.com/Login/Home.aspx>

**Institution:** ETSU

**Username:** Can't find it . . . contact your Program Coordinator for assistance

**Password:** Don't know it . . . click “Forgot password” for new one

**Insurance:** The effective date of your health, dental and vision insurance coverage is June 17, 2024. If you have other coverage please complete a declination form with all required information.

\*Please see the following checklist for all of the items that must be returned to the GME Office prior to your first day of employment.

**Checklist:** Employment paperwork will be distributed via New Innovations checklist module. Each checklist step has a due date and instructions. Please follow the instructions carefully. Not doing so can cause a delay in the processing of your paperwork – mail originals when requested and upload the rest. Please note, additional checklists and required documents will be requested by your individual program.

### **ONBOARDING CHECKLIST**

(A brief overview)

- \_\_\_\_\_ Background Check Authorization
- \_\_\_\_\_ Personal Data Form
- \_\_\_\_\_ Provide social security card
- \_\_\_\_\_ Upload your ECFMG certificate, if applicable
- \_\_\_\_\_ If a visa holder Glacier paperwork is required and a copy of all visa documents
- \_\_\_\_\_ Complete the required New Innovations training modules
- \_\_\_\_\_ Complete and upload direct deposit form and voided check/or bank letter of account verification
- \_\_\_\_\_ Complete W4 tax form and I-9 documents (I-9 form must be completed in person)
- \_\_\_\_\_ Upload immunization record
- \_\_\_\_\_ Provide copy of medical school diploma
- \_\_\_\_\_ Apply for and provide National Provider Identification number
- \_\_\_\_\_ Complete all insurance health forms or provide documentation of decline
- \_\_\_\_\_ Complete photo release and sick bank and parking decal forms
- \_\_\_\_\_ Activate your ETSU email address (required to use this as your primary address during training)
- \_\_\_\_\_ Complete all hospital IT forms
- \_\_\_\_\_ Complete all required OSHA and IHI training modules and upload certificates