



# WELCOME TO GME



Medical Center

School of Medicine



Medical Center  
GME Office



Program  
Faculty and  
Coordinators



850+ Trainees

125 Training  
Programs



HR Supervisor (GME)  
Pay, benefits, "employment"  
issues (med/parental/caregiver  
leaves), disability leaves



Education Supervisor (PD)  
Supervision, ACGME milestone  
progression, Board eligibility



# GME Office

GME Office is in the ERC. Open 8:30a-5p

- Notary services
- Public service loan forgiveness forms
  - GME training at UVA qualifies. GOOGLE UVA+GME+PSLF to find the submission process
- A copy of your credentialing file
- Free cold brew coffee!
- Help
- **GME Anonymous Hotline**
  - **(434) 409-7096**



## In addition to your HR benefits package:

- Parking Subsidy (\$130) (you'll see a "housestaff benefit" in 24/26 of your paychecks. The Parking fee is also deducted directly from your paycheck (24/26).
- 2 Coats and scrubs (green/grey) (GME website for reorders)
- iPhones (*Friday*)
- Business cards (order on GME website)
- Meal Money (loaded to your id badge by first of the month after you begin )



# Linens and Scrubs

- **Everyone can have two pairs of green scrubs for general use to launder at home. Pick up at Linen Services.**
- Trainees in surgical, anesthesia, and family medicine programs must go to linen services with your ID badge to have it activated for grey scrub machine access.
- Any other trainee can obtain grey scrubs for day use by visiting linen services at any time. Grey scrubs are not allowed to leave the building.
- If you pick up your white coats and they don't fit – either re-order with vendor that day OR go to GME website and re-order correct size.



# ID Badges

- *If your ID badge is not giving you access to something you need, email IDSERVICES in Outlook.*
- ID Badges must be worn at all times when you are in the facility. They must be worn above your waist.
- There is a \$20 charge to replace a lost ID badge.
- Your employee ID # is on the back of your ID badge.
- All hospital entrances are locked/badge only AT ALL TIMES



# IT Systems

- **Your EPIC, PACS, and a VPN have all been requested for you. You will see emails from MCCSecurity asking you to sign user agreements.** You can also log in to the Access Management Platform (AMP) and see your accesses and sign agreements there.
- If you need additional system access Google “UVA HSTS Access” and request access to the system. It will automatically route to Diane for approval. No need to alert her.



# Parking Permit



You are authorized to park in the following locations with your South Garage parking permit:

Location	Restrictions
South Garage	24/7, parking available on all levels
11 <sup>th</sup> Street Garage	Mon-Friday <u>5 PM – 9 AM</u> and weekends at all times Levels <u>D &amp; above ONLY</u> – parking below D is a \$200 ticket, no warnings
Fontaine	24/7 in any U9 permit parking spaces only
Northridge	24/7 in any U6 permit parking spaces only

*If a parking gate does not open for you, push the “I” Information button on the gate machine to be let in. Do not seek an alternate parking location.*





# Unauthorized Use of Parking Permit



## Parking citations range from \$50-\$250 depending on the violation

- Parking in a permit area you are not assigned
- Sharing your permit with others
- Parking in the 11<sup>th</sup> Street Garage outside of stated hours
- Parking in patient parking while working. If you are a patient or visiting a patient, you are permitted to park in patient parking; however, you must move your vehicle to your permit location while working. There are no "warnings" for parking in pt. areas when not permitted.
- If you plan to use multiple cars on your single permit, please email [MCPARKING@hscmail.mcc.virginia.edu](mailto:MCPARKING@hscmail.mcc.virginia.edu) to alert them.
- You signed a contract with parking to uphold their rules.

License plate recognition technology is used in all of our parking areas. There is video monitoring of all entry and exits.

**IF YOU NEED A RIDE TO YOUR CAR IN THE GARAGE AFTER DARK (6pm-6am), CALL THE U2CAR Service at 434-982-1600.**



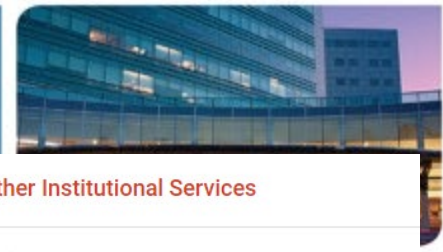
# Other Parking things

- If you want to give up parking, just return the transponder to 1101 Milmont St after which you'll stop getting billed.
- If you need parking email Diane with at least a week lead time.
- GME cannot intervene on parking violations.



# Paychecks

- You will be paid every two weeks thereafter by direct deposit. Set up direct deposit through Workday.
- Check your paycheck to ensure we're paying you correctly. Alert GME if not.



## Graduate Medical Education

# Policies & Procedures

 Show  entries

See

Policy Number	Policy Name
01	Stipend & Benefits
02	Resident Recruitment & Selection
03	Leave or Request for Absence
04	Non-Renewal of Graduate Medical Trainees' Appointment
05	Assessment of Performance
06	Grievance
07	Passing USMLE
10	Learning and Working Environment for GME Trainees
11	Moonlighting Activities <ul style="list-style-type: none"> <li>Click here for Moonlighting Application</li> </ul>
12	Supervision for Graduate Medical Trainees
13	Presence of Other Learners and Other Care Providers
15	Graduate Medical Trainees Rotating to Other Institutional Services
16	Administrative Support in the Event of a Disaster
18	Reduction in Size/Closure of GME Training Programs
19	Clinical Duties of Graduate Medical Trainees During Extreme Emergent Situations
23	New Innovations
24	Transitions of Care
25	Learner Mistreatment
26	Fitness for Duty
27	Extramural Activities
28	Graduate Medical Education Visitors and Observers
29	Use of Recording Devices
31	Trainee Misconduct
32	Adverse Actions and Appeal
33	International Electives
34	Away Rotations
35	Accommodations for Disabilities
36	Non-Competition Guarantees



# Leave

- 3 weeks of vacation
- 2 weeks of sick leave
- Bereavement
- Year One – 6 additional weeks of parental/medical/caregiver leave at least 1 time during program w/out exhausting other leave
- Year Two+ – 6 becomes 8 additional weeks of parental/medical/caregiver leave at least 1 time during program w/out exhausting other leave
- You must follow your program's policies/procedures for requesting leave
- You must submit a leave worksheet for parental/medical/caregiver leave
  
- You do not have to disclose your personal health information to your program.



## Wellness Resources

- **Faculty and Employee Assistance Program (FEAP).** Free, confidential, not managed through EPIC. Self-refer online/ 243-2643 or page them after hours. On call 24/7
- **GME COACH** – A multidisciplinary program to which trainees can confidentially self identify for assistance throughout training. Contact Dr. Karen Warburton by email.
- **TimelyCare** Counseling & Wellness – 24/7 immediate counseling, scheduled counseling, self-care resources. (Nights, weekends, non-UVA therapists) FREE



# ORIENTATION MATERIALS

## Graduate Medical Education

### Resources

Note: Some resources are on the Health System INTRANET and require a UVA UserID log-in.

- [Chaplaincy Services](#) (i.e. bereavement, cultural and spiritual sensitivity)
- [ERAS Web PDWS User Tips](#)
- [Residency/Fellowship Program Director Job Description](#)

#### Educational Resources

- [ACGME Accreditation Requirements](#)
- [AMA GME Guidebook](#)
- [AAMC Home](#)
- [Freida Online](#)
- [Virginia Board of Medicine](#)
- [UVA GME Core Lectures](#)

#### Coordinator Training Resources

- [System Contact/Reference Info](#)
- [Principles of Block Schedule Auditing](#)

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