

Timeline for Incoming Trainees
scheduled to begin orientation June 23, 2023

****Available to Trainee = NOT AVAILABLE UNTIL DATE LISTED					
FORMS & INFORMATION	Where To Find This Form and Additional Information	How to Return This Form	Available to Trainee****	Must be Completed by:	Additional important information
US Social Security Card - Must be received by April 7, 2023					
Copy of US Social Security Card*	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/07/23	*Legal Name is what appears on your Social Security Card. Name changes in our records/ systems will be made only with submission of a new Social Security card.
Attestation Form	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/07/23	
Application for Appointment - Must be received by April 7, 2023					
DUKE UNIVERSITY HOSPITAL - Application for Appointment to the Associate Medical Staff	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/07/23	
Application for Appointment Part 2 - Disciplinary Actions/Liability Insurance Form	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/07/23	
Application for Appointment Part 3 - Professional Liability Insurance Form	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/07/23	
OPR Enrollment Packet	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/07/23	
2 GME Reference Form/Eval* for PGY 2 and above that do NOT use ERAS	Trainee Application Portal	Submit On-line in MedHub	03/30/23	entered by trainee 4/21/2023	* PGY 2 and above that do NOT use ERAS. References must be submitted by your designee to GME by 4/21/2023.
Agreement of Appointment (Contract)					
Agreement of Appointment (Contract)	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/24/23	YOUR signature only. The GME office facilitates getting all other signatures.
Photo					
Professionally taken Passport photo in white coat	Trainee Application Portal	Submit On-line in MedHub	02/20/23	04/24/23	*This photo will have multiple uses (e.g. ID badge, evaluation system, composites) This MUST be a professional passport photo in a white coat with a white background . No exceptions! (available at most Kinkos, FedEx locations) Any photos submitted that do not meet this requirement will be returned and could impact your ability to begin training as scheduled.
Medical School/Postgraduate Training/ Transcripts					
Official Medical School Transcript	Request from Medical School	Return to GME Registrar by Mail -OR- Email from your medical school registrar to gmeregistration@duke.edu	03/30/23	05/31/23	Consideration is given that you may not have your Transcript by May 31st for 2023 Med School graduates. If this is NOT you, please submit by the deadline. Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715
Official Transcript of Graduate or Other Professional Degrees (if applicable)	Trainee Application Portal	Return to GME Registrar by Mail -OR- Email from your registrar to gmeregistration@duke.edu	03/30/23	05/31/23 ***	***You may request one graduate degree in addition to your medical degree to appear on your ID Badge. Additional degrees will be accepted until 5/31. After that date you will need to wait until 9/1 for additional degrees to appear on your ID badge. Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715
USMLE (or Equivalent) Transcript - <u>2 copies</u>	www.fsmb.org	1 copy - sent electronically to NCMB 1 copy - sent electronically to GME Registrar	03/31/23	04/24/23	1 copy to - GME Registration gmeregistration@duke.edu 1 copy to - NCMB (electronically)
Copy of ECFMG Certificate (If applicable)	http://www.ecfm.org/certification	Submit On-line in MedHub	03/30/23	04/24/23	Applies to Foreign Medical Graduates only
North Carolina Medical License - Trainee must complete online.					
Medical License Application Full License or Residency Training License (RTL)	www.ncmedboard.org	Return all required paperwork by Mail Full License paperwork mail to NCMB RTL paperwork mail to Program Coordinator	Now	ASAP**	**Your RTL (Residency Training License) application cannot be sent to the NCMB for approval until your program coordinator has received all required documents. See your MedHub portal page for Program Coordinator Designee and contact information ALL Full License documentation must be sent directly to the NCMB.
2 Fingerprint Cards for RTL Applications	Program Coordinators	RTL paperwork mail to Program Coordinator	Now	ASAP**	See your MedHub portal page for Program Coordinator Designee and contact information if needed
Life Support Certifications					
Life Support Class(es) offered at Duke (work with Program Coordinator to get registered for class(es))	Trainee Application Portal	Submit On-line	02/20/23	04/24/23	Taking no-cost classes at Duke is optional, however proof of Certification is required for hire. Must be AHA certification.
Payroll & Benefits					
Proof of identity and US Employment Eligibility (I9) and Tax Forms	E-mail will be sent from Duke Careers	Submit through Duke Careers Website	03/30/23	04/24/23	GME nor Duke Payroll can advise on your state and federal withholdings. Please consult a tax advisor or IRS Tax Withholding Estimator to estimate your withholdings.
Benefits Enrollment Overview & Acknowledgement Statement	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/24/23	
Foreign National Form	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/24/23	Applies to Foreign Nationals only.
Duke Life Insurance Beneficiary Form	Trainee Application Portal	Submit On-line in MedHub	03/30/23	04/24/23	

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Step 2 - May 1, 2023	FORMS & INFORMATION	Where To Find This Form and Additional Information	How to Return This Form	Available to Trainee	Must be Completed by:	
	Activating your Duke Net ID (required for all trainees and employees)	OIT Helpdesk	919-684-2200	04/17/23	04/21/23	MUST be activated prior to uploading photo to the Card Office & beginning Learning Modules
	Multi-Factor Authentication (MFA)	OIT Helpdesk	919-684-2200	04/17/23	04/21/23	You will receive an email from OIT about activating your Net ID and installing MFA
	EOHW Health Placement Appointment	Trainee Application Portal	Per Instructions	05/01/23	05/05/23	To make your appointment, please contact EOHW at 919-684-3136, option 2.
	Parking Registration	MedHub Urgent Tasks	Submit On-line in MedHub	05/01/23	05/05/23	Enter current vehicle information (can be updated at a later date)
	GME Learning Modules	MedHub Urgent Tasks	Submit On-line in MedHub	05/01/23	06/16/23	June 23rd Orientation - Modules must be completed by 5 business days before your orientation.
	Criminal Background Check	GME/HireRight	Submit On-line	05/01/23	05/12/23	All new GME Trainees who have been recommended for hire will undergo a criminal conviction investigation and government sanction check (background check). As a condition of employment, you are required to complete the online application form which initiates the criminal background check. You will receive between May 1 - May 5 & must be completed by May 12th You will receive an email from "Duke University - Graduate Medical Education donotreply@duke.edu <noreply@hireright.com>". This link will direct you to the online form. This document is time sensitive and it is very important that you complete this form fully and accurately. Failure to provide accurate information could result in a non-hire status. Please complete the form as soon as possible after receipt of the email. NO person will be hired or permitted to attend orientation without a satisfactory report.
Step 3 - June 1, 2023	SAFETY MODULES	Where To Find This Information	How to Submit	Available to Trainee	Must be Completed by:	
	OSO Modules & LMS Modules	www.safety.duke.edu https://vmw-lmsweb.duhs.duke.edu/SabaLogin	Submit On-line	06/01/23	06/16/23	June 23rd Orientation - Modules must be completed by 5 business days before your orientation.
Institutional Orientation	FORMS & INFORMATION	Where To Find This Form and Additional Information	How to Return This Form	Available to Trainee	Must be Completed by:	
	Benefits Enrollment	HR System	Submit On-line	At Orientation		
	Labcoat Ordering/Distribution	provided at Orientation	provided at Orientation	At Orientation		