



Welcome to Virtua,

You will be reporting to Virtua for your next rotation. Please complete the attached (student requirement) paperwork which must be completed in total before your rotation begins. Please check with your Clerkship Coordinator to be sure all of your paperwork is in order.

The following checklist summarizes all the documents you will need to submit before your rotation can begin. These requirements, explained in the Resident and Fellow Application, are summarized below your convenience. Some of these documents may take a bit of time to gather, so please begin this process as soon as possible. **Please submit these documents one week prior to the start of your rotation to avoid any delay in the start of your rotation.**

Resident/Fellow:

- **PPD** (*provide attachment/must be within past year*)
- **Flu Vaccine** (*provide attachment/must be within past year*)
- **Completed Needlestick and Splash** (*link located below; confirmation is automatically sent*)
 - <http://www.virtua.org/about/physicians-center/graduate-medical-education-residencies.aspx>
- **Government Issued Photo ID or Driver's License** (*provide attachment*)
- **Application and all required documents** (*Please include NPI number*)
- **Complete the EPIC, Human Trafficking, Drug Diversion, and Opioid modules.**

School or Institution - Please provide a letter that includes the below:

- **Permit or License**
- **Malpractice Insurance**
- **Letter of Good Standing and that this rotation is approved**
- **Drug Test completed with a Negative Result**
- **All immunizations are up to date and includes: Varicella, MMR and HepB titers**
- **Student has been trained in the areas of HIPAA, bloodborne pathogens, patient rights, privacy, respect and confidentiality.**
- **BLS and/or ACLS certified**
- **PALS certified** (*if working with children*)

Please begin gathering your documents immediately in order to give sufficient time for your IT access and follow the computer access instructions provided to you in order to gain access in a timely manner.

If you need further assistance or if you have any questions at all, please call our office at 856-325-3737 or email me at gstost@virtua.org or estone-williams@virtua.org



Resident & Fellow Application

Virtua Location:

Berlin Memorial Camden Marlton Voorhees

*If you scheduled for more than 1 rotation, you must enter the dates, Clinician(s) and location below for that clerkship/rotation. Separate confidentiality forms will be required for each rotation. Confidentiality forms are required **30 days prior to rotation.***

1. Rotation Beginning Date: _____ Ending Date: _____
2. Rotation Beginning Date: _____ Ending Date: _____

1. Clinician I will be following is _____

Clinical/Specialty Program: _____

Location Address: _____

Virtua Department Coordinator (of Clinician you are Following) : _____

Phone Number: _____ Fax Number: _____ Email: _____

2. Clinician I will be following is _____

Clinical/Specialty Program: _____

Location Address: _____

Virtua Department Coordinator (of Clinician you are Following) : _____

Phone Number: _____ Fax Number: _____ Email: _____

Name and address of School/Hospital where you are studying:

Name: _____

Address: _____

School/Hospital Program Coordinator's Contact Information:

Name: _____

Email Address: _____ Phone Number: _____

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Gender: _____ Social Security Number: _____

Birthdate: ____/____/____ Email Address: _____

Contact # _____

National Provider Identifier (NPI required for computer access): _____

Emergency Contact Name, Number, and Relation: _____

Documents Required for **Residents & Fellows:**

- Current Affiliation Agreement (**must have an agreement on file before the rotation is approved**)
- Permit or License Number
- Malpractice Certificate
- PPD Verification within a year
- Flu Vaccination verification within a year
- Attach a copy of Current Identification (*passport/driver's license*)
- Complete Needlestick and Splash online manual at the bottom of the website below:

<http://www.virtua.org/about/physicians-center/graduate-medical-education-residencies.aspx>

The Needlestick and Splash confirmation will be automatically sent to the Virtua GME Office.

- Complete the EPIC training modules. If you have used EPIC at other sites, there is an option to test-out. Please provide the certificate of completion.
- Human Trafficking is a web-based training that everyone must complete. If you completed the Human Trafficking modules at another location, please provide a copy of your training roster or certificate as proof.
- Drug Diversion and Opioid module – please complete these web-based trainings.
- BLS and/or ACLS – Current
- PALS (*if working with children*) - Current
- Completed Application

HEALTH AND IMMUNIZATION REQUIREMENTS

- PPD or TB Survey & Chest X-ray report within two years if know skin test positive**
- Measles (Rubelola) Titer – positive result. If not MMR vaccine REQUIRED**
- Mumps Titer – positive result. If not MMR vaccine REQUIRED**
- Rubella Titer – positive result. If not MMR vaccine REQUIRED**
- Varicella Titer – positive result. If not Varicella vaccine REQUIRED**
- Hepatitis B. Titer –positive if not vaccine or signed declination REQUIRED**
- Verification of Flu Shot REQUIRED**
- Verification of Drug Screening REQUIRED**

In making this application, I agree to abide by the Bylaws and Rules and Regulations of Virtua and such rules and regulations as enacted from time to time. I fully understand that any significant misstatements in or omissions from this application constitute cause for summary dismissal. I also understand that I as a Resident or Fellow I may not be provided with access to the computer systems or swipe access. If access is required, my preceptor must submit a request fifteen days prior to the start my rotation.

Signature of Applicant

Date

Please return to: Graduate Medical Education
Tatem-Brown
Attn: Grace Kost
2225 Evesham Road, Suite 101
Voorhees, NJ 08043

Telephone: 856-325-3737 Fax Number: 856-325-3705 email: gkost@virtua.org

Computer Access Instructions:

Step 1. You will receive an email from our IS department to fill out our confidentiality form. Please fill this form out ASAP. This is the first step out of three.

Step 2. After completing Step 1 you will receive a username and password from Virtua's IS department in **3-5 business days**. This will allow you to complete the Virtua EPIC training through Virtua's Learning System (VLS).

Step 3. Log into VLS with your username and password that security sent you and complete your EPIC training. Test out options are available with proof of previous EPIC training from another institution.

Step 4. You must do the **Recognizing and Responding to Human Trafficking in a Healthcare Context web-based training and Drug Diversion**, which are accessible through the Virtua Learning System (VLS).

Once you have completed the required training, you will receive a certificate. **Please send that certificate to gkost@virtua.org**. After the trainings are complete, it could take **48-72 hours** to be able to log into EPIC and use the system with the username and password provided to you.

It could take **7-10 business days** to generate an account for new users. Your promptness is appreciated in this process and vital to having your access at the start of your rotation; delay in completing any of the steps will delay your computer access and possibly limit your abilities during your rotation.

If you experience any log in troubles or any other issues that pertain to your access, please contact security at 856-355-1234.

On a final note, if you have not submitted all of your required documents within 1 week of the start of your rotation you risk your account being suspended and your coordinator and preceptor will be notified of your delinquency, please make sure you submit **ALL** documents listed in the application were submitted and received.

If at any time, you need assistance or have questions, feel free to either reach out to me through email at gkost@virtua.org or phone the Graduate Medical Education office at 856-325-3737.

Process of Testing Out of Virtua's in class Epic Training for Epic Experienced Providers

In order to test out of in class Epic training at Virtua a provider must meet the following criteria:

1. Be a current user of the Epic Inpatient module
2. The Epic Inpatient module must be version 2015 or later
3. Have access to the Virtua Learning System (VLS) – if you do not have this please contact the IS Help Desk at (856)355-1234 or x51234

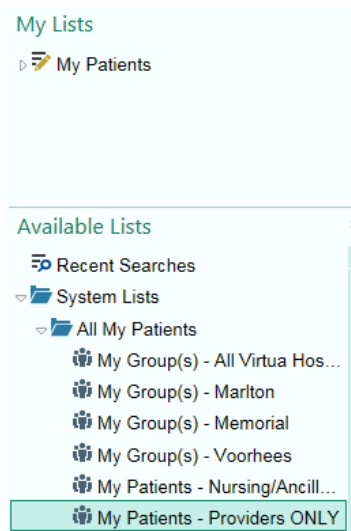
Preparing for the Assessment:

1. E- Learnings – will be available when you open the curriculum if you would like to review them
2. Practice in Virtua's Epic environment
 - If you would like to familiarize yourself with Virtua's version of Epic prior to taking the assessment PLY is available at this time for all providers



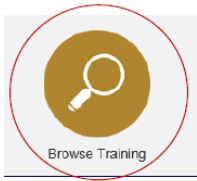
PLY Hyperspace
Epic Training

- Utilize the following users and passwords for the PLY environment
 - Medical Specialties User – IP ## , replacing ## with any combination of numbers 00 – 19
Password : train
 - Consulting Specialties User – IP ##,replacing ## with any combination of numbers 00 - 19
Password : train (this is for any user that performs limited activity such as consults ONLY at Virtua)
 - Surgical Specialties User –SUR ##,replacing ## with any combination of numbers 00 – 19
Password: train
- 3. Remember you only have one chance to pass the assessment so practice to familiarize yourself with Virtua's version of epic. Select a patient in PLY and practice your daily workflows.
 - Patients for each specialty can be found in the My Patients – Providers ONLY folder. See below

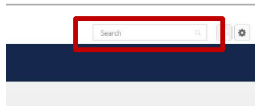


Instructions for completing the Assessment:

1. Access the VLS as above
2. Click Browse Training



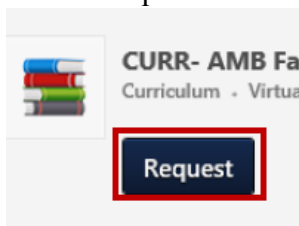
3. Use the Search Bar in the upper right corner to request "Experienced Epic Provider"



4. Select the name of the Curriculum to open the "Training Details".



5. Click "Request" under the Curriculum Title



6. Open the curriculum to see the Assessment options



If you have any question as to which assessment you should take please email Debbie Wojcik at dwojcik@virtua.org

7. Once you have selected the appropriate assessment, click Launch Test



The assessment will open.

8. At this time, you will also need to open the PLY environment for Epic as you will need to locate patient information
 - Minimize but do not close the VLS
 - You will need to open your Citrix platform



- Open the PLY environment from your Citrix platform by clicking



PLY Hyperspace
Epic Training

- You will need a user name and password for PLY
 - Select the correct user name and password from the following list

Specialty	PLY log in	Password	Appropriate specialties
Inpatient Physician	IP## - replace ## with any number from 00 -19	train	All medical specialties that do NOT perform procedures in a Virtua Operating room Consulting specialties should also use this PLY user
Inpatient Surgeon	SUR ## - replace ## with any number from 00 -19	train	Any provider performing procedures in a Virtua Operating room

9. Complete the Assessment by using the patients that appear in PLY in the My Patients – Providers ONLY folder and answering the questions on the VLS
10. You will have one opportunity to successfully complete the assessment prior to 1/31/18
If you do not successfully complete the assessment please register for an In-Class training session

Please contact Debbie Wojcik with any questions at dwojcik@virtua.org.

Human Trafficking:

Human trafficking is a form of modern slavery that occurs in every state, including ours. New Jersey, centrally located between the northern portion of the East Coast and the tristate metropolitan region of Philadelphia, Baltimore, and Washington, D.C., is easily accessible by car, bus, truck, van, train, boat, and plane. According to the NJ Office of the Attorney General Division of Criminal Justice”, New Jersey has the potential to be one of the country’s major entry, transit, and destination states for trafficking.

Healthcare facilities and providers may encounter victims of human trafficking and have a unique opportunity to connect them with much needed support and services. Anyone in a healthcare setting may be in a position to recognize human trafficking – from clerical staff to lab technicians, nursing staff, ambulatory care, radiology staff, security personnel, case managers, and physicians.**

New regulations implementing the Human Trafficking Prevention, Protection, and Treatment Act, N.J.S.A. 2C:13-12, require all healthcare workers and volunteers in New Jersey who have contact with patients – regardless if the contact is clinical or non-clinical – to complete training in recognizing and intervening in cases of human trafficking. N.J.A.C. 8:43E-14.1 (2017).

On February 16, a mandatory Web-based Training (WBT) ***Recognizing and Responding to Human Trafficking in a Healthcare Context*** was released to all employees. It is required that **all individuals entering a Virtua site**, (regardless of work location, position, etc.), as well as all persons, paid and unpaid, who interact with or have the potential to interact with patients and visitors at Virtua patient care facilities complete this 40-minute training. Residents and Fellows must pass the course assessment with a minimum of 80%, no later than the 1st day of the start of the rotation.

Recognizing and Responding to Human Trafficking in a Healthcare Context is accessible to all individuals through the Virtua Learning System (VLS).

- The My Transcript section of the VLS as your training will be auto-loaded.
- A record indicating course completion automatically post to the individual’s Career worklet in WorkDay under Training (Virtua Works/Your Profile/Career/Training).
- A certificate of completion can be printed at any time through the VLS and must be submitted to the GME department (gst@virtua.org or estone-williams@virtua.org)