VANDERBILT UNIVERSITY ⬥ MEDICAL CENTER

Department of Neurology
Department Checklist for New Faculty

Name: _____

Title and Degree: _____

VUMC Employee ID: _____

New Hire Date: _____

<table>
<tr><td colspan="5" align="center">**Coordinate Prior to Faculty Start Date**</td></tr>
<tr><td></td><td>Yes</td><td>No</td><td>Timeline
N/A</td><td></td></tr>
<tr>
<td>Obtain personal information (Name, DOB, SS #, address, phone, email); Send CV to Nurse Managers so they can begin to correspond with new hire</td>
<td></td><td></td>
<td>120 + days</td>
<td>
• CBO/Business Process Manager/Asst to the Chair
• https://medschool.vanderbilt.edu/wpcontent/uploads/sites/64/pub yPage/Forms/LINK%20%2311%20-%20NEW%20Faculty%20Information%20List %20-%20BLANK.pdf
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<tr>
<td>Request appointment letter
All appointment materials are sent to Dr. John Penn, Associate Dean, Office of Faculty Affairs.

**During Covid and possibly carrying forward all materials are placed in the box - https://vumc.app.box.com/folder/ (also keep hard copy of everything).</td>
<td></td><td></td>
<td>120 + days</td>
<td>
• Assistant to Chair
Faculty recruitment information, guidelines, and forms:
• https://medschool.vanderbilt.edu/wpcontent/uploads/sites/64/pub yPage/Forms/LINK%20%232%20-%20Recruitment%20Form%20with%20Instru ctions.pdf

Appointment process listed below
Obtain signed offer letter
Request 3 letters of recommendation from new hire

• Request CV in VUMC format: https://www.vumc.org/faculty/requiredformat-curriculum-vitae

• Complete report of recruitment: https://redcap.vanderbilt.edu/surv H3DEHJ9C (the form has to be completed online and printed to inclu appointment dossier)
Background Check: https://www.vumc.org/surgicalsciences/sites/vumc.org.surgical- sciences/files/public_files/PDF/Faculty%20Pre-Emp%20Background%20Check%20Letter.pdf
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				• Other items required for specific ranks: https://www.vumc.org/faculty/appointments -promotions • When approved by various committees, dean & BOT – appointment letter received from Dean's Office (Saved in Chair's Assistant folder under T-WordPriSec-NeurologyFaculty) • Send a copy all letters to CBO, AO, Procurement AA, Business Process Manager and Budget Account Analyst
Request Credentialing Packet Obtain state medical license and DEA number prior to credentialing		120 + days		• Business Process Manager/Faculty Affairs • https://accellion1r.mc.vanderbilt.edu/courier/web/1000@/wmLogin.html Medical License Information: • https://www.tn.gov/health/health-programareas/health-professional-boards/meboard/me-board/applications.html • DEA application: https://www.deadiversion.usdoj.gov/
Obtain Kentucky state medical license for telemed providers		120 + days		• Mary Lamons • Medical License Information: https://kbml.ky.gov/physician/Pages/ApplyFor-License.aspx
Add provider to synergy (call schedule) if needed; faculty are able to route pager to cell		120 + days		• Business Process Manager
Schedule VUMC New Clinician Orientation (NCO) 1st week of employment		120 + days		• Business Process Manager https://www.vumc.org/vmgtod/ • newclinicianorientation@vumc.org Discuss VUMC compliance training; N95 fit testing at orientation (Ashley Walker)
Schedule New Faculty Orientation		120 + days		• Business Process Manager • Invitation is sent to new faculty by Faculty Affairs
Provide Occupational Health information for immunization requirements		120 + days		• Business Process Manager • VUMC Compliance Requirements: https://www.vumc.org/health-wellness/allaboard/vumc-immunization-requirements
Submit a new hire personnel action form (PAF) to HR Data Entry or provide transfer information		120 + days		• Business Process Manager • PAF form: https://www.vumc.org/surgicalsciences/sites/vumc.org.surgical-sciences/files/public_files/forms/NewHirePA F.pdf

Task			Timeframe		Notes
VUNetID - Claiming the VUMC Vunet ID account is the first step to begin using VUMC network resources.			90 + days		• CBO receives automated e-mail from HR and sends a follow up e-mail to faculty hire. • VUMC IT New Users link to claim VUNet ID account: https://www.vumc.org/it/accessvunew-users
Create clinic templates in eStar			90 + days		• Executive Medical Director, PCC/Rena Carter
Add to subgroups and decision trees			90 + days		• Executive Medical Director, Chad Herndon
Schedule shadow clinic sessions if needed			90 + days		• Executive Medical Director, PCC The observer will submit an application for an observational experience via the following web site: http://www.mc.vanderbilt.edu/voe Before any observation is approved, the observer will provide completed Health Screening documentation, documentation of health insurance coverage and will have documented parental permission (if the observer is a minor). Observers will complete required Safety/HIPAA training and documentation. Other training or documentation may be required based on the circumstances of the request and requested observation site. Observers over the age of 18 will be required to provide documentation of a criminal background check within a year prior to their requested observation. Observers are not to begin their observations in the work area until all steps of their application process are completed, and their request has been approved.
Obtain PTA information and submit an NFA if needed			90 + days		• Operations AO/Admin Assistant
Submit PTA for on service dates, vacation, etc.			90+ days		• Admin Assistant
Obtain clinic space for new faculty member			90 + days		• Executive Medical Director, PCC/Nurse Manager

Obtain admin space and/or research space for new faculty member				• CBO/Chair
Order (or assign) a computer for office space	90 + days			Computer ordered by Procurement AA • Computer options: • https://www.vumc.org/it/ workstationchoice-and-pricing • Computer ordering link for Neurology locations: https://www.vumc.org/it/node/867
Schedule eStar provider training to be 1-2 weeks after start date		90 Days (must be credentialed)		• Business Process Manager • https://www.vumc.org/vmgtod/54410 Must have VUMC ID badge
Request Sectra access		90 days		• CBO or administrative officer https://pegasus.vumc.org/request/start/2481/?s
Open clinic templates before credentialed; Clinic Managers need two-week notice if not credentialed before begin date; Put templates on hold if worried provider will not be credentialed in time; Block templates for PTA, orientation, etc.		30 + days		• Executive Medical Director, PCC/Rena Carter
Does the faculty member have a DEA and NPI number? NPI is a national provider number that Nurse Managers need. Send both to Nurse Managers.		30 + days		• Business Process Manager/Executive Medical Director, PCC NPI information: https://nppes.cms.hhs.gov/#/
Risk Management and Professional Liability Insurance		30 + days		• Business Process Manager • https://www.vumc.org/surgicalsciences/sites/vumc.org.surgical-sciences/files/public_files/PDF/Professional%20Liability%20Application%20.pdf • Send to Risk Management

				• <10 hours of clinical activity/week = less expensive malpractice rate • This will generate a "Future Start Letter" which is sent to the credentialing office to include in credentialing dossier for committee
Center number(s) created with finance		30 + days		• Operations AO/Financial Analyst • For Epic billing center: Income Distribution Form (IDF) completed and sent to vmg.prorates@vumc.org • For any additional centers required for new faculty: 1275 form completed and sent to Finance (Amy Ivey)
Obtain pager, order lab coats, order business cards, order other office supplies		30 + days		• Procurement AA & Administrative Assistant • Pager: Procurement AA/Nurse Manager • Lab Coats: Admin Assistant Business cards: https://printingservices.vanderbilt.edu/ • (procurement AA)
Order or create door insert		30 + days		• Operations AO

Coordinate On/After New Faculty Start Date				
	Yes	No	Timeline	N/A
Process Sign-on Bonus and/or moving allowance (if applicable) as stated in offer letter. Usually included with 1st paycheck			As instructed in Ofr Ltr		• Additional Pay in epac: https://epacjpc.app.vumc.org/index.jsp • Business Process Manager
Set up computer with email and phone, linked to printers and network folders			Day of arrival or soon later		• Computer ordered by Operations AO prior to start date
Meet with Division Chief			Day of arrival or soon later		• Assigned AA to coordinate schedules with new faculty and Division Chief

Assist with completion of New Employee HR forms (online & paper)		Day of arrival or soon later		• Business Process Manager • Enroll in direct deposit on C2HR • W-4 • I-9 (remind faculty to go online to complete) • Parking (MCE garage, 1st floor) • Obtain ID badge and I-9 Employment Eligibility Verification Part 2 at the same time at 2525 West End and (schedule appointmentnewcard.vumc@vumc.org and i9.vumc@vumc.org)
Review eStar in-basket (MHAV, Rx, pools, close basket, clear out messages, etc)		Day of arrival or soon later		• Nurse Manager
Add faculty to department list serves, org charts, website, ID badge (if transfer only, otherwise badge is provided at orientation), and clinic newsletter message; Schedule headshot photo in MCN and send to Seth Kiehl (web developer)		Day of arrival or soon later		• Business Process Manager • List serv: www.list.vanderbilt.edu • Org Chart: ADMIN2 then Human Resources • Schedule headshot Admin Assistant: http://www.mc.vanderbilt.edu/npa/phototracker/
Conflict of Interest Form		Day of arrival or soon later		• Must be submitted online: https://ofaweb.app.vumc.org/coi
Provide VU Faculty Manual and information on PTA, ID badge, parking, who to go to for what, etc.		Day of arrival or soon later		• Business Process Manager • PTA: https://pta.mc.vanderbilt.edu/pta/ • Faculty Manual: https://www.vanderbilt.edu/faculty-manual/ • Parking: https://www.vumc.org/medcenterparking/
Provide any necessary keys		Day of arrival or soon later		• Procurement AA/Nurse Manager
Institutional and Department Policies Overview; Provide copies of org charts and list serve information		Day of arrival or soon later		• Business Process Manager • Policy Tech Portal: https://vanderbilt.policytech.com/
Set up Concur Profile – profile must be created as appears on legal documentation.		1-2 weeks		• Procurement AA & Administrative Assistant
Provider and Facility Directory (PFD) updated		1-2 weeks		• Business Process Manager • https://pfd.app.vumc.org/login.aspx?ReturnUrl=%2f PFD will contact departments for new faculty hire info

Learn about in-patient/outpatient billing and billing compliance		1-2 weeks		• Beth Blair, Christi Wesson, Shelly Ellis (Compliance & Outpatient) • Derek Riebau (Inpatient Only)
New faculty member is introduced via Twitter and monthly newsletter		First 30 days		• Admin/Social Media Committee
New faculty member is introduced to Nurse Managers – Manager to set up time to meet faculty in clinic, introduce to staff, walk new hire around, put faces with names, and set expectations		First 30 days		• Nurse Managers (Jill & Kaye) • Executive Medical Director, PCC
Meet with Epic department representative after training to customize eStar after Epic orientation		1-2 weeks		• Carolynn Nall
Email blast for new providers: VUMC Reporter		30 days		• Assoc Operating Officer, PCC
Inform Dr. David Charles of new faculty or APP		30 days		• Business Process Manager

Additional Resources

- VUMC buildings abbreviation webpage:
  https://www.mc.vanderbilt.edu/copypost/poabbrev.htm

- Create a VUMC Zoom (video conferencing) account: https://vanderbilt.zoom.us/
- Video tutorials for how to use Zoom:
  https://support.zoom.us/hc/enus/articles/206618765-Zoom-Video-Tutorials?flash_digest=58bf22d6a333064daca2b9128cff639f1728d675