

Rotator Process Checklist for Coordinators

Contact & Feasibility

- Request received for external rotator to come to SLU.
 - Is it *at least* 60 days prior to the start date? This is the bare minimum needed as a new in-state rotator applicant. Out-of-state applicants need more time due to the need to obtain a MO license.
 - Does your division & the selected rotation/attending have the ability to appropriately support the request? Be honest about this, as overtaxing rotations with learners is difficult to fix.

Application

- Send necessary forms to applicant.
 - 5-page rotator application (1 set for each elective rotation) **FORM 4.2**
 - Memorandum of Agreement **FORM 4.3**
 - SSM confidentiality agreement
- The applicant will also need to provide copies of the following with the completed application forms:
 - MO License
 - MO BNDD certificate
 - ECFMG Certificate (if applicable)
 - Federal DEA
 - Proof of Malpractice Insurance
 - CV
- Compile all the materials & solicit signatures from appropriate entities.
 - Program Director x 2
 - Department Chairperson
- Submit completed application materials to Missi White-Luster.
 - It can take up to 60 days to get a submitted first-time rotator application approved. It may take a little longer depending on the time of year
 - Once Dean approves application, GME initiates contingent worker process via Workday and obtains banner id, email and username from HR

Once Approved

- GME will send you the approved paperwork back and initiate the contingent worker process to obtain the banner id, email and username as this is needed for you to begin the next steps in the process. **(Peds receives the approved paperwork and proceeds completes the Criterion Sheet)**
- Pro-tip: Remind your applicant to copy you on any emails related to this experience & reach out to ensure they receive the appropriate communications from SSM & HR.

- Complete the resident criterion sheet completely. (Epic Provisioning for Visiting Residents doc)
 - Submit this & a copy of the SSM confidentiality agreement to:
 - Beckman, Jane: Jane.Beckman@ssmhealth.com *
 - Gainey, Julie: Julie.Gainey@ssmhealth.com
 - King, Ron: Ron.King@ssmhealth.com *
 - Reynolds, Michael: Michael.C.Reynolds@ssmhealth.com *
 - Wanninger, Matthew: Matthew.Wanninger@ssmhealth.com

***Peds contacts**

- Pro-tip: after you submit these, place a ticket with SSM and ask that it be routed to the physician coordinator team. 314-644-7345 option 2, then 1.
- **For Peds:** Pro-tip: after you submit these follow up with the PC team for an updated status and assigned online training modules 2-3 weeks prior to the rotation start date
- The resident will receive an SSM EHR Epic training email with details on how to complete the required training. Once they've completed this, they'll need to notify SSM's training team. **The generic email from the Application Specialist is:**

Please contact the SSM Technology Service Center at 866-776-4357 to obtain your login information, including PACS Centricity Password.

Welcome to SSM Health and good luck on your rotation.

Your access to complete the SSM EHR Epic training has been requested.

Our Security Team is allowed up to 5 business days to activate Epic once the request for access is submitted. You may contact the SSM Technology Service Center at 866-776-4357 to receive an update on your Epic account status.

Epic Training is Required

To request your Epic training follow these steps:

1. Request your epic training to be assigned by filling in and emailing the following message to EHRtraining@SSMhealth.com
 "Hello,
 I am a new employee, requesting Resident Training. My role is ____
 Thank you,"
2. Within 72 hours of emailing, you will receive an email from PeopleServicesOperations@ssmhealth.com with an attachment describing the next steps to complete training. Open the attachment and complete your required training.

NOTE: In order to receive credit for viewing the module, you need to view each slide. Fast-forwarding the module will cause your registration status to remain as 'Incomplete' and require you to re-view the module in its entirety.

- They'll also need to complete SLU Workday onboarding.
- Once they've completed the items in Workday, they can go to Parking & Card Services to receive an ID and parking information.
 - Have them send you a photo of the front & back of their ID card.
 - Pro-tip: There is a temporary parking permit: \$20/week and \$80/month. If they park in the patient parking deck, it's \$25/day.
- Send the ID card photos to Nichole Herzog for SLUH badge access.
- Contact Card Access for SAP access (if needed) cardaccessdps@slu.edu
- Send them your welcome email with ALL pertinent information.
 - Who, where, when
 - Copy attendings/residents/fellows, attach rotator's CV
 - Conferences
 - Division-specific expectations/information (handbook, rotation curriculum, etc.)

- Contact info
- Include reporting information (SLUH, OPO)
- Include lactation room information (as needed)

While Here

- First day welcome – meet up with assigned fellow (Personally, I give them a welcome card with my business card)
- For Peds, they are to follow the directions given in the email from the Peds Chief Residents.**
- Check in with them after their first or second day.
 - Badge works? Including parking?
 - Can log in to computers, Epic, printing?

End of Rotation

- Email Nichole Herzog to terminate badge access. **(Security at Glennon is given start and end dates for the access cards)**
- Terminate Epic Access **(Since rotators return to Glennon for additional rotations, their EPIC account is made inactive, not terminated).**
- Complete necessary evaluations on resident.
- Have resident complete evaluation on their rotation (if applicable).