



To (under bcc): All August 3rd Non-Surgical Specialty Incoming Trainees

CC (under bcc): Program Directors and Program Coordinators

Date: June 1, 2020

From: Office of Graduate Medical Education

Subject: Online Modules
Required Maestro Training
Orientation

The following steps **must be completed by 5:00 pm on July 27th** in order to receive clearance to attend **Orientation on July 1st**.

STEP 1: Online Safety Training (approximately 8-10 hours of content)

To complete Duke Occupational and Environmental Safety Office Modules (OESO) and modules in the Learning Management System (LMS) activation of your Net ID is required; see communication dated May 11th, 2020 for instructions.

OESO Modules:

- a. To access these modules go to www.safety.duke.edu and click "Take Me To..." (top right) and then click on "online training".
- b. The modules listed below should be populated on your Online Training page. **However**, if any are missing, you may search for the missing course by clicking on "Courses Available On-line" (located in the side menu bar), and then scrolling down to the appropriate course.
- c. You are responsible for completing EACH of the courses below (please pay close attention to the name of each course, some have similar names) **these modules must be completed by 5 pm on July 27th**.

OESO Modules to complete:

1. Biological Safety for Housestaff	4. Fire/Life Safety
2. Chemical Safety - Orientation	5. HIPAA Privacy and Security Training
3. Time-out Training Module	

LMS Modules to complete:

- a. To access this training go to: <https://lms.duhs.duke.edu/Saba/Web/Cloud> and login with your Net ID and password. Click on the “My Learning” tab to see courses for which you are enrolled. **Please access using a pc or laptop (not a mobile device) AND use FireFox or Internet Explorer 11.** If you do not see the courses in your list, search for them by clicking on the Catalog Search link located in the side bar.
- b. You are responsible for completing EACH of the courses below (please pay close attention to the name of each course, some have similar names)
- c. You are responsible for completing EACH of the courses below (please pay close attention to the name of each course, some have similar names) **these modules must be completed by 5 pm on July 27th.**

LMS Modules to complete:

1. Discrimination and Harassment Compliance Training (00136232)
2. Physician Documentation (specific to general specialty)
3. RL6 Solutions Safety Reporting System (SRS) Training for Physicians (00049070)
4. Duke University Health System Violence Awareness Training & Armed and Dangerous Training (DMIE0218) (00073596)
5. Annual Infection Prevention and Antibiotic Stewardship Education for Clinical Staff (00111050)
6. Compliance Orientation
7. Organ, Tissue & Eye Donation Training

STEP 2: MAESTRO/EPIC TRAINING (instructions attached)

The Required Maestro/EPIC training module instructions are attached. Please open and review the instructions.

STEP 3: COVID-19 Related Learning Module

You will find an **additional course** to complete in your onboarding packet under your current GME Modules. Please read the PDF document, watch the short video (3 minutes) and attest to reviewing the content:

Orientation Requirement - GME Learning Modules - NOW AVAILABLE	--	--	--	--	--	Modify	Remove	
Course 1: 2020 Welcome To Duke (1 module, 4 minutes)	(all)	(all)	(all)	(all)	(all)	Modify	Remove	
Course 2: 2020 Patient Safety/Quality Improvement (8 modules, 112 minutes)	(all)	(all)	(all)	(all)	(all)	Modify	Remove	
Course 3: 2020 Duty Hours/Fatigue Management & Mitigation/Professionalism (6 modules, 58 minutes)	(all)	(all)	(all)	(all)	(all)	Modify	Remove	
Course 4: 2020 - Additional Resources (Handouts)	(all)	(all)	(all)	(all)	(all)	Modify	Remove	
COVID-19 Related Information - Avoiding Transmission & Work Place Re-entry - Available June 1st	--	--	--	--	--	Modify	Remove	
2020 Preventing COVID-19 Transmission & Work Place Re-entry	(all)	(all)	(all)	(all)	(all)	Modify	Remove	

INFORMATIONAL

Institutional Orientation: August 3, 2020

Once you have completed all registration and pre-orientation steps, your file has been reviewed, and you have been cleared by the GME Office, **you will receive an email notification (MedHub Notification <do-not-reply@medhub.com>)** and be cleared to attend the **mandatory Duke GME Institutional Orientation. All logistics of orientation will be provided to you in that email.** (Program specific orientation schedule will be provided to you under separate cover by your program coordinator. Questions should be directed to your program coordinator or program director.)

Parking Registration:

If you did not complete your Parking Registration, you will have the opportunity to register your vehicle and pick up a decal at the conclusion of orientation on August 3rd. Those trainees who do not have a vehicle may get a parking assignment at

any time throughout the year at the parking office or by contacting GME. **YOU WILL NOT NEED A PARKING PERMIT FOR ORIENTATION.**

Uniforms/Labcoats:

You will be sized for your labcoat at orientation. Coats will be ordered and you will be provided one coat to use until your order arrives (approximately 2 weeks).

Housing Options for Temporary Housing for Incoming Trainees:

We understand that some of you may not have the ability or be comfortable to look for permanent housing here in Durham prior to starting your GME program. Duke Health and the GME Office have worked with two local hotels to offer incoming trainees a heavily discounted rate for temporary stays as you look for a place to call home. **The booking information and rates are attached to this email.** Rates are good for now until end of July.

REMEMBER – open all attachments to this communication!

We look forward to seeing you on August 3rd. In the interim, if you have questions, please contact us or your program coordinator.

Registration: gmergistration@mc.duke.edu

Caring for Our Patients, Their Loved Ones, and Each Other
Excellence | Safety | Integrity | Diversity | Teamwork

***This message and any included attachments are confidential and are intended only for the addressee(s). The information contained herein may be confidential under the attorney/client privilege and/or quality assurance and peer review privilege. Unauthorized review, forwarding, printing, copying, distributing, or using such information is strictly prohibited and may be unlawful. If you receive this message in error, or if you have reason to believe you are not authorized*