



Mayo Clinic College of
Medicine and Science

Mayo Clinic School of Graduate Medical Education

Orientation

Phillips Hall, Siebens Building

June 17, 2024

July 1, 2024



6:45 - 8:15 Registration @ Phillips Hall Registration Booth

After completing registration:

- Have your access ID card photo taken (outside the Expo)
- Visit the Expo (info below)
- Breakfast — available at Phillips Hall
- Return to Phillips Hall by 8:40

Expo

Marriott Hotel Ballroom, second floor

Representatives are available to provide information and answer your questions.



If you had issues with setting up your password, stop at the Password Booth at the Expo.

- AskMayoExpert and PhotoExam
- Center for Clinical and Translational Science
- Children's R & R and Mayo Back-Up Child Care
- Dan Abraham Healthy Living Center
- Documentation Services
- Dolores Jean Lavins Center for Humanities in Medicine
- Employee Assistance Program
- Human Resources/Benefits
- Mayo Clinic Physician Recruitment
- Mayo Fellow's Association
- Office of Diversity, Equity and Inclusion/Mayo Employee Resource Groups
- Office of Wellness and Academic Support
- Patient Experience
- Student Services - Financial Aid & Registrar
- Zumbro Valley Medical Society/MN Medical Association

Orientation Schedule

6:45 – 8:45 am	Registration, photography, expo, breakfast
8:45 – 9:00 am	Welcome from the Dean – Annie Sadosty, M.D.
9:00 – 9:30 am	The Road to Success at Mayo Clinic – Professionalism and Values
Important Onboarding Information	
9:30 – 9:45 am	Integrity and Compliance – Integrity and Compliance Office
9:45 – 10:05 am	Patient Misconduct/Patient Bias – Patient Experience
10:05 – 10:25 am	Title IX – Operational Risk Management
10:25 – 10:40 am	Break
Supporting You in Learning	
10:40 – 11:00 am	Benefits – Human Resources “Supporting You in Learning”
11:00 – 11:15 am	Academic Support – Office of Wellness and Academic Support
11:15 – 11:45 am	Trainee Well-Being – Trainee Well-Being Steering Committee
11:45 am – 12:30 pm	Lunch - Panel Discussion: What I Wish I Would Have Known – Mayo Fellows' Association
Mayo Clinic Graduate Medical Education Priorities	
12:30 – 12:40 pm	Diversity Equity, & Inclusion
12:40 – 12:50 pm	Service Learning
12:50 – 1:00 pm	Innovation and Entrepreneurship
Next Steps & Must Dos	
1:00 – 1:20 pm	MCSGME and You – MCSGME Operations Managers
1:20 – 1:30 pm	Next Steps – MCSGME Orientation Team
1:30 – 1:45 pm	Mayo Clinic Access ID Card pickup registration booth Government ID Required
1:45 – 2:15 pm	Visa Holder's Presentation – Legal Office (mandatory for visa holders only)

After Today's Session

- View additional MCSGME orientation videos via MedHub (on your own device)

MCSGME Trainee Orientation Checklist

TOMORROW:

- Report to your program as instructed for additional orientation and training
- Register vehicle for Automated License Plate Recognition System in Rochester at <http://intranet.mayo.edu/charlie/parking-transportation-rst/>
 - View the employee parking map using the QR below
- Set up payroll direct deposit in Oracle via EmployeeConnect (must be done on campus or on VPN before the end of the pay period)
 - bit.ly/DirectDeposits

Orientation Date	End of Pay Period	First Paycheck*
June 17	June 18	June 25
July 1	July 2	July 9
July 23	July 30	August 6

Will include pay from orientation date through end of pay period date.

WITHIN 1 WEEK FROM TODAY:

- Establish a Primary Care Provider:
 - **Rochester** – call Primary Care Connection @ 507-284-2272
 - **Eau Claire** – call Primary Care Provider Referral @ 866-711-2702
 - **La Crosse** – call Select a Physician @ 608-392-9868 (disclose you are a trainee and should not be seen in the Family Health Clinic to avoid being placed with another trainee or supervising faculty)

WITHIN 30 DAYS FROM TODAY:



Sign-up for benefits in Oracle via EmployeeConnect (after viewing MyLearning course) WARNING: Failure to enroll in benefits within 30 days will result in no benefit eligibility until January 1, 2025.

- Complete MyLearning courses assigned you
- Attend and complete training and coursework identified by program



Scan me for more orientation resources (available both internally and externally)



Scan me for more general trainee resources (available internally only)