**Onboarding Checklist**

**Name Hire Date**

**Department Supervisor**

**Welcome to Trinity Health System and/or to a Transfer Unit-Department! We want to ensure your onboarding experience is engaging and productive. Below is a list of tasks and responsible person(s) to complete important to your transition to your position. This checklist will be verified online and will serve as validation of your Department-Unit Orientation as a new hire and/or transfer employee. Thank you.**

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| **PRE-EMPLOYMENT THROUGH FIRST WEEK** | **Completed By** |
| [ ] Set up a Position MGR Account and complete application, behavioral assessment | EMP |
| [ ] Complete New Hire Paperwork Online | EMP |
| [ ] Screen applicant for qualifications and job fit | HR |
| [ ] Forward eligible candidates to Hiring Manager | HR |
| [ ] Schedule Interview and Peer Interview | MGR |
| [ ] Offer job | MGR-HR |
| [ ] Enter into Meditech System | HR |
| [ ] Schedule Health work at Work Care (740-264-4250) and notify employee of health work clearance | HR |
| [ ] Schedule for General Orientation | HR |
| [ ] Assign Swank Healthcare Online Learning Courses | ET |
| [ ] Send Welcome Letter with instructions for General Orientation, Nursing Orientation | HR |
| [ ] Send Welcome Letter with schedule to include department orientation agenda to employee | MGR |
| [ ] E-mail staff and preceptor communicating employee name, position, and arrival | MGR |
| [ ] Request for Meditech Access | HR-MGR-IT |
| [ ] Complete Swank Healthcare Online Learning Assignments: <https://ths.swankhealthcare.com> | EMP |
| [ ] Absence Control Policy | EMP |
| [ ] CHI - Acknowledgment and Certification for Confidentiality and Acceptable Use Agreement | EMP |
| [ ] CHI – Introduction to Information Privacy and Security Awareness Training | EMP |
| [ ]  IRIS 2.0: Reporter Intro and Overview | EMP |
| [ ] IRIS 2.0: Reviewer Intro and Overview | EMP |
| [ ] NIMS 100: Healthcare/Hospital Part 1 | EMP |
| [ ] CHI - Our Values and Ethics at Work Reference Guide Acknowledgement & Certification | EMP |
| [ ] Participant Walkthrough Swank Healthcare System | EMP |
| [ ] Trinity Safety Storm Clinical or Non-Clinical (Per Position) | EMP |
| [ ] Smoke Free Workplace | EMP |
| [ ] Substance Abuse Awareness Policy | EMP |
| [ ] Tardy Early Leave Program | EMP |
| [ ] Vehicle Registration, Parking Registration, Violations | EMP |
| [ ] Performance Manager: <https://pfm.healthcaresource.com/performance/ths> | EMP |
| * Job Description
 | EMP |
| * Initial Competency Self-Assessment (Clinical Only)
 | EMP |
| [ ] Confirm completed all online requirements for compensation prior to working on the department- unit | EMP-HR-MGR |
| **30 DAYS** |  |
| **GENERAL** |  |
| * Schedule new employee into six month New Hire Meeting
 | TAL AC & ONB |
| * Participate in a Welcoming Activity (Luncheon, Team Photo, Decorate Locker, Supplies, Signed Card)
 | MGR-PREC-EMP |
| * Location and Orientation to Contents of:
* Administrative/Hospital Policy and Procedure Manual(s)
* Department Specific Policy and Procedure Manual(s)
* Safety Manual, Diet Manual
 | MGR-PREC-EMP |
| * Employee, Patient, Sr. Leader Rounding
 | MGR-PREC-EMP |
| * Work Schedules, Kronos, Sick Call, Call Off, Request Time Off
 | MGR-PREC-EMP |
| * Department / Unit Specific Performance Improvement Activities
 | MGR-PREC-EMP |
| * Department / Unit Specific Experience Distinction Standards
 | MGR-PREC-EMP |
| * Food, Beverages at Desk, Office
 | MGR-PREC-EMP |
| * Department and Facility Tour
 | MGR-PREC-EMP |
| * Meals, Breaks
 | MGR-PREC-EMP |
| * Telephone System and Etiquette
 | MGR-PREC-EMP |
| * Mail
 | MGR-PREC-EMP |
| * Lockers
 | MGR-PREC-EMP |
| * Meet with preceptor and discuss employee’s progress
 | MGR-PREC-EMP |
| **ENVIRONMENT OF CARE** |  |
| * Department / Unit Specific Safety Hazards and Response Procedures
 | MGR-PREC-EMP |
| * Department / Unit Specific Fire Response Plan
 | MGR-PREC-EMP |
| * Location of Fire Extinguishers, Fire Alarm Pull Stations, Fire Doors, and Smoke Compartments
 | MGR-PREC-EMP |
| * Evacuation Routes -- Vertical and Horizontal (as appropriate)
 | MGR-PREC-EMP |
| * Department / Unit Specific Emergency Preparedness (Disaster) Response Plan
 | MGR-PREC-EMP |
| * Department / Unit Specific Response to Loss of Utilities (Electricity, Water, Telephone, Vacuum)
 | MGR-PREC-EMP |
| * Department / Unit Specific Security Systems and Emergency Procedures
 | MGR-PREC-EMP |
| * Location and Type of Department / Unit Specific Hazardous Chemicals and/or Wastes
 | MGR-PREC-EMP |
| * Location of MSDS
 | MGR-PREC-EMP |
| * Department / Unit Chemical Spill Clean Up Procedure (as appropriate)
 | MGR-PREC-EMP |
| * Use of Personal Protective Equipment
 | MGR-PREC-EMP |
| * Department / Unit Specific Medical Equipment Safety Issues (as appropriate)
 | MGR-PREC-EMP |
| **INFECTION CONTROL** |
| * Location & Orientation to Contents of Infection Control Manual
 | MGR-PREC-EMP |
| * Location & Use of Isolation Supplies, Equipment, and Personal Protective Gear
 | MGR-PREC-EMP |
| * Low Level Disinfection of Equipment & Surfaces / Use of Cleaning / Disinfection Agent(s)
 | MGR-PREC-EMP |
| * Preventing Central Line, Catheter Associated Urinary Tract & Surgical Site Infections
 | MGR-PREC-EMP  |
| **60 – 90 DAYS** |  |
| * Round and ask New Hire Meeting Questions.
* How do we compare with what we said in your interviewing process
* What’s working well
* Have there been any individuals who have been helpful to you
* Based on your past experience, what ideas do you have for improving our processes or operations
* Is there any reason that you feel this is not the right place for you
* Do you know of any candidates that you can recommend as potential employees(90 Days)
 | MGR-PREC-EMP |
| * Complete 60 Day Performance Evaluation (Performance Manager)
 | MGR-EMP |

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| --- | --- |
| * Complete Preceptor Evaluation online in Swank Healthcare (Assignments) (90Days)
 | EMP |
| * Validate Initial Competency Self-Assessment (Clinical Only) (90 Days)
 | MGR |
| **6 MONTHS** |  |
| 🞏 Attend New Hire Meeting | EMP |
| **12 MONTHS** |  |
| 🞏 Identify development and career goals | MGR-EMP |
| **18 MONTHS** |  |
| 🞏 Conduct Stay Interview | MGR-EMP |