

## **FIGURE 5: ONBOARDING CHECKLIST FOR NEW CLINICAL FACULTY (NONTENURE TRACK)**

This checklist is to assist new hires starting a paid faculty position. This contains a list of steps that needs to be completed to get started at MD Anderson Cancer Center.

**Instructions:** Please review the following items that are relevant to the faculty member's work environment. Note completion of each onboarding item by placing a check mark (✓) in the appropriate box. If any items are not applicable, please note with "N/A." Items of this checklist continue the Institutional Orientation, which is designed to fulfill State, Regulatory, and/or institutional requirements.

Faculty Name/Department: \_\_\_\_\_ Start Date: \_\_\_\_\_

### **PRIOR TO FACULTY MEMBER'S START DATE**

- 1) ☐ Send Faculty Data Collection form to the new faculty member to collect personal demographic information.
- 2) ☐ Submit request to obtain access, as needed. This can be done as soon as the faculty member's support staff accepts the position and employee ID is created.
  - a) ☐ Person of interest number which becomes Employee ID (EID)
  - b) ☐ Time Entry
  - c) ☐ Other User Accounts
- 3) ☐ Send email to officially welcome the new faculty member after confirmation of acceptance.
- 4) ☐ Pass along orientation information, if known. Details, when known, will be sent to new faculty and department coordinator.
  - a) ☐ Verify that the faculty member has accessed the Education Ctr. to schedule Electronic Health Record training
  - b) ☐ Verify that the security clearance process has been started or completed.
  - c) ☐ Verify that 1-9, tax withholding, direct deposit forms, Self-ID (Dept. of Labor) have been completed and if applicable, the benefits selections made.
- 5) ☐ Ensure faculty has applied for State Medical License or Temporary License. If international, ensure faculty has SSN.
- 6) ☐ Once medical license is obtained, send e-mail to advanced care providers to add new faculty for Prescriptive Authority.
  - a) ☐ Set up new faculty member's computer and ensure encryption
  - b) ☐ Notify information security via email to apply the appropriate security measures for possibility of using the computer to create, store, access, transmit or receive health information (ePHI) activity.
- 7) ☐ If required, order new smartphone.
  - a) ☐ Install encryption if the phone will be used to store ePHI.
  - b) ☐ Notify information security via email when smartphone is ordered (or for one that is personally owned) for use to create, store, access, transmit or receive ePHI.
  - c) ☐ Verify status of Electronic Health Record online training.
- 8) ☐ Submit offsite authorization form for remote laptop use.
- 9) ☐ Set up new faculty member's desk phone and printer, order supplies, lab coats, business cards and name plate.
- 10) ☐ Create position-specific orientation plan, first day itinerary, and identify faculty/administrative buddy for the first year.
- 11) ☐ Request access, card or key(s):
  - a) ☐ Building
  - b) ☐ Office
  - c) ☐ Lab
- 12) ☐ Determine when new faculty arrives to schedule one-on-one Electronic Health Record training modules through Education Ctr.
- 13) ☐ Send an informal announcement (via e-mail) to the department announcing the new faculty member.
- 14) ☐ Add new faculty member to division/department website and/or directory.
- 15) ☐ Determine when new faculty arrives to schedule in person one-on-one Billing and Regulatory Compliance Training.