

CHECKLIST FOR DEPARTMENT MANAGERS IN PEDIATRICS

PLEASE PRINT THIS DOCUMENT AND USE AS A CHECKLIST FOR ALL DEPARTMENT MANAGERS IN PEDIATRICS TO ASSIST YOU PREPARE FOR YOUR NEW HIRE

DEPARTMENT OF PEDIATRICS NEW FACULTY ON-BOARDING CHECKLIST

FACULTY NAME: _____

SECTION: _____

START DATE: _____

GOAL: Every effort should be made to have as much ready for the new faculty member when they arrive as possible. Remember, a well-organized and efficient onboarding process effects retention.

PRIOR TO START DATE	Completed by
1. Travel arrangements for house-hunting trip (airline, hotel and car rental, etc.)	
2. Request credentialing and provider enrollment packet(s) to be sent to new faculty.	
3. Ensure benefits onboarding packet has been sent and drug testing.	Peds HR
4. Place order for phone with telecommunications.	
5. Ensure office space has been arranged with ACH Administration.	
6. Discuss office furniture, computer and other equipment needs with new faculty. Place all orders in a timely manner to insure everything is in place prior to start date. For more information, see section 9 below.	Section Staff Member
7. Plan a nice welcome for the new faculty on their first day/week. Send communication to other staff and faculty in the section announcing their arrival date and details of welcome event.	Section Staff Member
8. Assign "Section Buddy". Make sure there is an organized plan in place for helping the faculty member get acclimated.	Section Chief
UPON ARRIVAL TASKS	Person Responsible
1. Make sure there is a nice welcome reception for the new faculty member on their first day.	Section
2. All new faculty must complete their online orientations within 10 days of their start date: -Department of Pediatrics online orientation . -UAMS, College of Medicine online orientation	Section Staff Member
3. Clinical compliance training (mandatory). This needs to be done within the first 30 days of employment.	Section Staff Member
4. Submit an e-Request to order keys to office and other areas as needed (lab space, hospital access, etc.).	Section Staff Member
5. (BY APPOINTMENT ONLY) ACH Marketing Communications schedules monthly sessions with a photographer in the ACH East Campus Studio. In order to schedule your appointment (allot 10 minutes), please contact in Admin Support Services at x41464 .	Section Staff Member
6. Contact (x 4-1695) to enter the new physician in the transcription system.	Section Staff Member

7	Get ACH parking deck assignment and puck from (x4-45442) . An ACH parking sticker is required and can be obtained at the ACH Security Office (East Campus).	Section Staff Member
8	Contact Ext. 4-1162 in Medical Records to get dictation code(s). (Note: This action can only be done after the new faculty member has received their IT credentials).	Section Staff Member
9	Will this faculty work on the UAMS campus and need a parking assignment? If so, go to the online parking application by clicking here . Complete the application either on-line or print and submit to Parking Department, Slot 582 or fax to 686-8598 .	Section Staff Member
10	Obtain I.D. badge (both ACH and UAMS) – both require photos. Click for UAMS Creative Services hours to obtain UAMS badge. ACH Security (East Campus) hours are Monday-Friday 8:00-4:30.	Section Staff Member/ Faculty Member
11	Add to department's faculty database and check/append info in UAMS Faculty Information and Tracking System.	
12	Add to pediatric faculty email distribution list, and other appropriate clinician, physician, and research lists.	
13	Add to section's distribution list.	Section Staff Member
14	Add to Pediatrics' web page.	
15	Form a personal mentoring committee consisting of 3 senior faculty members within 6 months of start date.	
16	Contact (x4-4462) to add new faculty to evaluation databases/lists as appropriate, e.g., ward attending, grand round attendance, etc.	Section Staff Member
Comments		

NOTE: If you come across any information on this checklist that needs to be updated, please call 501.364.1455.