

UF COM-J New Faculty Onboarding Checklist
 Department of _____

A. Complete the following information. All fields are required.

Faculty Name (including degree) (i.e., MD, PhD, DO, DVM, PharmD, etc.):	
Academic Rank:	
UF COM-J Department/Division:	
Employee ID:	
Anticipated start date:	

B. The responsible people should initial when the following activities are complete.

Institutional	Timing	Contact/Resource	Responsible	Completed	Completion Date
Overview of Benefits	First Day	http://hscj.ufl.edu/college-of-medicine/administrative-affairs/FringeBenefits.aspx	Administrative Affairs Cherise Conte-Bush Office: 244-8531	<input type="checkbox"/>	

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Institutional	Timing	Contact/Resource	Responsible	Completed	Completion Date
Review Key UF Policies/Areas <ul style="list-style-type: none"> ○ Outside Activities ○ Effort Reporting ○ Online Leave Module <ul style="list-style-type: none"> ● Vacation/Sick Leave ● DPL/Holidays ○ Promotion Process 	First Day	<ul style="list-style-type: none"> ● http://hscj.ufl.edu/college-of-medicine/administrative-affairs/ConflictOfInterest.aspx ● http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/effort-reporting/ ● http://hscj.ufl.edu/college-of-medicine/administrative-affairs/Leave.aspx ● http://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/ 	Administrative Affairs Jacci Landicho, Associate Director 244-8528	<input type="checkbox"/>	
Hospital Orientation <ul style="list-style-type: none"> ○ Network Login ○ Hospital Policies ○ Picture by Media Center ○ Parking (bring car registration) ○ OR Locker ○ Badge with photo ○ UF SIP Orientation ○ Campus Map 	First Day	<ul style="list-style-type: none"> ● http://ufhealthjax.org/ ● http://north.ufhealthjax.org/ ● https://bridge.ufhealth.org/ ● http://hscj.ufl.edu/medical-student/campus-map.pdf 	Medical Staff Services Kellie Howard, Director 244-3134	<input type="checkbox"/>	

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Hospital Orientation (continued) <ul style="list-style-type: none"> ○ Epic Inpatient Training ○ Epic Ambulatory Training ○ Epic Optime (for physicians performing surgeries) ○ Kaleidoscope ○ ASAP ○ Anesthesia ○ Hospitality Training 	First Day/Week	<ul style="list-style-type: none"> • www.healthstream.com/hlc/shands • Epic Inpatient Training –244-0716 • Epic Ambulatory Training – 244-9269/0317/9868/9258 • Epic Optime – 244-0759 	Medical Staff Kellie Howard will provide instructions and POCs	<input type="checkbox"/>	
UF COM-J – About Us	First Day/Week	<ul style="list-style-type: none"> • http://hscj.ufl.edu/college-of-medicine/about.aspx 	Department	<input type="checkbox"/>	
UF COM-J Organizational Structure <ul style="list-style-type: none"> • Academic Leadership • College Org. Chart • Faculty Directory 	First Day/Week	<ul style="list-style-type: none"> • http://hscj.ufl.edu/college-of-medicine/Leadership.aspx • http://hscj.ufl.edu/college-of-medicine/documents/organizational-chart.pdf • http://hscj.ufl.edu/directory/ • 	Department	<input type="checkbox"/>	
Complete Mandatory Provider Coding and Billing Compliance Education Requirements <ul style="list-style-type: none"> ○ Modules A and C ○ Hospitality Training (within first six months) 	Within 60 days of start date	<ul style="list-style-type: none"> • http://hscj.ufl.edu/college-of-medicine/compliance/ • http://www.healthstream.com/hlc/shands 	New Faculty Member	<input type="checkbox"/>	

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Review Key UF Policies/Areas (continued) <ul style="list-style-type: none"> ○ Administrative Affairs ○ COM-J Departments ○ Dean’s List Newsletter 	First Month	<ul style="list-style-type: none"> • http://hscj.ufl.edu/college-of-medicine/administrative-affairs/ • http://hscj.ufl.edu/college-of-medicine/departments.aspx • https://com-jax-academic-matters.sites.medinfo.ufl.edu/ 	New Faculty Member	<input type="checkbox"/>	

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Departmental	Timing	Contact/Resource	Responsible (Department – please fill in responsible party, as applicable)	Completed	Completion Date
Request computer or laptop with applicable accessories (docking station, monitor, printer, scanner, etc.), <i>order one before faculty start date; should arrive at least 1 week prior to faculty start</i>	Prior to Arrival	http://1b-esx-infonet.umc.ufl.edu/its/Forms/Forms/AllItems.aspx		<input type="checkbox"/>	
Request phone/phone #	Prior to Arrival			<input type="checkbox"/>	
Pager	Prior to Arrival			<input type="checkbox"/>	
Office Keys	Prior to Arrival			<input type="checkbox"/>	
Order scrubs	Prior to Arrival			<input type="checkbox"/>	
Assign Administrative Support (as applicable)	Prior to Arrival			<input type="checkbox"/>	
Coordinate clinic schedules and clinic orientation	Prior to Arrival			<input type="checkbox"/>	
Order Business Cards, should arrive at least one week prior to employee starting	Prior to Arrival			<input type="checkbox"/>	
Send out a department introduction announcement via email	Prior to Arrival/ First Week			<input type="checkbox"/>	
Identify meetings based on specific specialty and set up meetings with key individuals in department (identify individuals)	Prior to Arrival			<input type="checkbox"/>	

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Departmental	Timing	Contact/Resource	Responsible <i>(Department – please fill in responsible party, as applicable)</i>	Completed	Completion Date
Department conference and standing meetings for calendar (add to appropriate distribution lists and agendas)	Prior to Arrival			<input type="checkbox"/>	
IT Security Onboarding (request email access for personally-owned, portable computing devices) and home equipment needs (including VPN access)	Prior to Arrival	http://1b-esx-infonet.umc.ufl.edu/its/Pages/default.aspx		<input type="checkbox"/>	
Department Mission, Vision and Values	First Day/ First Week			<input type="checkbox"/>	
Department Organizational Structure (Chart & Pictorials)	First Day/ First Week			<input type="checkbox"/>	

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Faculty Introductions: <ul style="list-style-type: none"> • Chair • Division Chief (if applicable) • Department Administrator • Administrative Assistant • Billing Manager, as applicable • Nurse Manager, as applicable • Clinic Manager(s), as applicable • Research Manager (IRB, applying for grants, etc.) • Mentors, as assigned 	First Day/ First Week			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Department Tour & Introduce to Faculty & Staff	First Day/First Week			<input type="checkbox"/>	
Call Schedules	First Day			<input type="checkbox"/>	
Schedule N-95 (TB) mask fitting	First Day			<input type="checkbox"/>	
Review departmental policies/procedures	First Week			<input type="checkbox"/>	

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Discuss Faculty Evaluations & Expectations	First Week			<input type="checkbox"/>	
Set up the faculty member's personnel file	First Week			<input type="checkbox"/>	
Access to relevant department shared drives	First Week			<input type="checkbox"/>	
Overview of Department Website	First Week			<input type="checkbox"/>	
Review Meeting and Conference guidelines/CME funding and/or Faculty/Research Funding & Use of funding guidelines	First Month			<input type="checkbox"/>	
Vacation/Sick Time/Holiday/ Policies	First Month			<input type="checkbox"/>	
Update department/division databases/information (Personnel database, division website, email list/groups, phone lists, etc.)	First Month			<input type="checkbox"/>	
Grand Rounds	First Month			<input type="checkbox"/>	
Project Grants	First Month			<input type="checkbox"/>	
Resident Rotation Schedule	First Month			<input type="checkbox"/>	
				<input type="checkbox"/>	
Feel free to add other items (specify)				<input type="checkbox"/>	
				<input type="checkbox"/>	

Checklist Last Updated: 7/19/17

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I agree the above information has been discussed with me and my questions have been answered. I understand this document will become a part of my department personnel file.

<i>Faculty Member's Signature:</i>	<i>Date:</i>
<i>Chair/Department Designee Signature:</i>	<i>Date:</i>