

New Employee Onboarding_____

Task	Role/Who	Completed	Date
<p><u>Offer is accepted by New Hire</u> Alert team offer has been accepted by new hire and tentative start date; Submit the Account Request and update the new hire log. Any changes in start date, manager to send email to team making them aware.</p>	Manager	<input type="checkbox"/>	
<p>Once notification of accepted offer, the Lead the employee will report to will initiate this checklist and reach out to new employee either via text/email/phone call as soon as possible to discuss what to expect in the coming weeks including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Importance of completing all mandatory items required to be cleared to work otherwise orientation will be delayed 1 week. <input type="checkbox"/> Welcome Day to occur at employee’s earliest convenience after NEO. <u>*If new employee is a night shift employee, determine whether they want to do their Welcome Day during the day or at night*</u> <input type="checkbox"/> Which Lead they will meet with and what time/where to meet Lead <input type="checkbox"/> Determine how long they will be available on their Welcome Day (minimum of 4 hours, no more than 12) <input type="checkbox"/> What they can expect to occur on Welcome Day <input type="checkbox"/> Orientation schedule will be discussed and completed on their Welcome Day. <input type="checkbox"/> EKG Test/ESO Test Requirement and confirm they received the study material email from educator. 	Lead	<input type="checkbox"/>	
<p>EKG/ESO testing study material to be emailed to New Hire RNs as soon as possible.</p>	Educator	<input type="checkbox"/>	
<p>After contacting the new employee, Lead to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send an email to the New Hire, Leadership Team, and Kathleen informing them of the Welcome Day date, the agenda of items that will be completed, and who they will meet with, at what time, for how long, and where. <u>*If Welcome Day to be during the night, inform the night shift Leads so that they can ensure that they schedule their admin on that date*</u> <input type="checkbox"/> Update white board in Leads office <p>If the direct Lead is unavailable to come to provide Welcome Day, that Lead to reach out to Educator to arrange another time.</p>	Lead	<input type="checkbox"/>	
<p>Orientation Binder to be assembled and placed in the Lead office and new employee added to RQI program by the Welcome Day.</p>	Educator	<input type="checkbox"/>	

Welcome Day

Welcome Day Checklist:

- Tour of Hospital
- Submit Workday Request for badge access and for a second badge if only one was provided
- Confirm access to computers and the following programs: [] API, [] Webscheduler, [] Outlook, [] CareAware
- Have new employee download Teams app, Authenticate App, and ANSOS app on their phones and call Help Desk (858-627-5000) to grant access to ANSOS app.
- Nixle alerts, ferry information, and where to find alternate route map in the Resource Page
- Create orientation schedule: 6 shifts on the unit, NEI, Joint Webinar, and SPM
Night shift to be given the option to start on night shift immediately or have 3 shifts on day shift and 3 shifts on night shift
- What to expect during orientation, who they will orient with, and which Lead they will meet with on one of their final shifts to determine whether or not employee will need more orientation.
- Review Orientation binder
- Add employee to the APCU's Resource Page on Teams (including assigning them their shift/role tag) and review what is available for their role, our newsletter, how to request shift swaps with peers using the chat function, location of ESO study material, etc.
- Review Workday Learning
- Discuss timekeeping practices including the need to use the special code "70" for all in and out punches.
- Discuss self-scheduling, scheduling expectations, and explain the self-scheduling calendar on the Resource Home Page.
- Provide access to supply pyxis
- Have them complete the RQI course and manikin skills (for RNs determine if ACLS is wanted.)
- FIT Test if a Fit Tester available and update New Hire log. (If one is not available, update the whiteboard in Lead's Office.)

RNs ONLY:

- ESO/EKG Testing Requirements and dates to test
- Access to the medicine pyxis
- Glucometer learning module, competency check off, and test.
- NIHSS cert completion if does not have or will expire within 90 days.

Any remaining time can be used for employee to work on their New Hire Learning modules

Lead



<p>At the Completion of Welcome Day:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update preceptor's ANSOS with precepting code <input type="checkbox"/> Update Preceptor calendar with orientation dates and preceptors. <input type="checkbox"/> Update the role assignments in Teams and Charge Binder with preceptor and new hire. <input type="checkbox"/> Send email to Educator, Leads, Manager, new hire, and all preceptors with orientation dates, preceptors, the Lead they will meet with during their second to last/last orientation shift. <input type="checkbox"/> Update Whiteboard in Lead office with 30 Day Date and place their name under the "FIT" column if needing to be Fit Tested <input type="checkbox"/> <u>RNs ONLY:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Email glucometer competencies and test to the individual who grants glucometer access. <input type="checkbox"/> Email Kathleen and update Preceptor Calendar with date the date new hire will take EKG/ESO <input type="checkbox"/> If new employee had ACLS prior to employment and wants to maintain cert., email Kathleen to add ACLS to RQI account. 	<p>Lead</p>	<input type="checkbox"/>	
<p>Once Educator receives new employee's orientation schedule:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact new employee to determine which dates they will be available to do their Peri-op experience, EKG/ESO testing, and 30-day comp review. <li style="padding-left: 40px;"><u>*Night shift employees to have their Peri-op experience scheduled the same week as the NEI/Joint/SPM day*</u> <input type="checkbox"/> Update Preceptor Calendar to reflect Peri-Op experience. 	<p>Educator</p>	<input type="checkbox"/>	

Final Week of Orientation

Lead that is scheduled to meet with the new hire on their second to last/last orientation shift to check with new hire to see if additional orientation needed. Pulse check how they are feeling about the unit and their new job, are there things we are doing well, things we can improve.

- Check to see where the new employee is with the completion of their competencies.

Inform preceptor that shift of any incomplete competencies

If new hire is ready to come off orientation:

- Enter the employee's schedule into ANSOS through the last posted schedule, ensure new hire knows when they will be self-scheduling.
- Send an email to Leads, Manager, and Educator informing them that the employee has completed orientation.

If new hire is requesting another week of orientation:

- Schedule 3 additional orientation shifts enter them into ANSOS. Plan to have Lead meet with employee on the final shift of their extended orientation.
- Update the preceptor calendar and role assignments
- Send email to team and preceptors orientation dates. Include what the preceptor should focus on based on the discussion with the employee.

Lead

30 Days after the completion of new employee's orientation:

New hire's direct Lead to do a pulse check with the employee:

- See what is going well and what is not going well.
- Determine if employee has any needs for additional resources or support from their Leadership Team.
- Review Orientation Binder for uncompleted Competencies and stress the importance of completing these competencies prior to the Competency Review Meeting with Educator
- Email Educator that 30 Day Meeting was held.

Lead

Educator to review orientation binder to see which competencies/tests still need to be completed.

Email the new employee to:

- Schedule Competency Review Meeting with Employee
- Reinforce the importance of completing these competencies before the Competency Review meeting
- Determine if the new hire has any additional education needs.

Educator

60-90 Days from Hire Date:

Educator to schedule a face-to-face meeting with the new employee during the Educator's office hours for the Competency Review and Completion Meeting and administer the new hire's EKG/ESO testing/retesting (when applicable):

- Provide education on any skills that the new hire has not had an opportunity to see/demonstrate.
 - Provide education for any competencies that the new hire may still want more education on or feel comfortable with.
 - Review each competency to ensure all have dates and initials where required.
- After the Competency Review Meeting, the Educator to email team and informs the Leadership Team that the meeting was completed, and the employee's file is complete.

Educator

