



This orientation checklist is a great place to start for important “to-do” tasks to get you started on your next steps at Wellstar. It will help facilitate the onboarding process and power your success as you orient to your role and facility. Make sure to talk with your manager about onboarding tasks specific to your role and department.

**New Leader Department/Unit Checklist**

**Review Immediately and set timelines for completion within 90 Days**

- Complete Facility Orientation
- Org Structure
- Facility Tour
- Departmental Tour
- Key Contact Information
- Mission, Vision, Values, Core Competencies
- Strategic Themes
- Job Description Review
- Dress Code Review
- Fire Plan/ Alarms/ Extinguishers
- Parking Policy
- Department Security
- Department Access
- Evacuation Plan

**Communication and Meeting Checklist items**

- Log in access (email, teams, 2 Factor)
- Daily Huddle DL
- Leadership Team Meeting series
- Performance Improvement Committee
- Emergency Department and Infection Prevention
- Patient Safety Committee
- Quality Review Committee
- Trauma
- Stroke Collaborative

**Department Specific (facility specific)**

- Radiation Safety Committee
- System Medical Imaging
- \_\_\_\_\_

**Patient Experience**

- NRC Access Meet PX Rep
- Patient Experience Council
- Nobl Rounding Tool
- AIDET

**New Leader Department/Unit Checklist**

**Finance**

- Stratajazz
- Kronos Analytics/Productivity/Action OI
- Kronos Time and Attendance (class required)
- Lawson Responsibility Reports/Position Control
- Lawson Ordering/Approvals
- Variance Reports/MOR's
- Budget Cycle and cycle requests (SBARs)
- Leader EPIC Reports (class required)

**Human Resources**

- iCIMS review
- Meeting with Talent Acquisition Consultant
- Get added to TAC Weekly Report Distro
- Building Trust – Great Places to Work Framework
- Lawson TAD's
- SuccessFactors for:
  - Goals
  - Performance management
  - Compensation
- Meet with HR Consultant

**Quality & Safety/Accreditation**

- Environment of Care Rounds
- Meet with Accreditation
- Location of Department Manuals (SPP & DPP)
- Annual Requirements - GAMES
- List of Meet and Greets for first 90 days
- Registered for New Leader Orientation
- Proscribe/PACS

**Infection Control/ Isolation**

- Covid-19 Bloodborne pathogen plan
- Tuberculosis plan
- Personal Protective Equipment



New Leader Department/Unit Checklist

Time and Attendance

- Time and Attendance
- Sick, call in refer to DPP HR-02
- Call/Policy/Holiday refer to DPP HR-03
- Meals and Breaks refer to DPP HR -09
- Departmental Schedules of Operation (i.e., AOC and call Manager, coverage)

Marketing and Physician Relations

- Meet facility Marketing Representative
- Meet facility Physician Relations Representative

Miscellaneous

- Surge Plan

<b>Employee Name:</b>	<b>Employee ID Number:</b>
<b>Facility Name:</b>	<b>Department Name:</b>
<b>Job Title:</b>	<b>Department Number:</b>
<b>Employment Date:</b>	<b>Fulltime   Parttime   PRN (circle one)</b>

New Leader Department/Unit Checklist	New Leader Department/Unit Checklist
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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_