



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
- R/T leader introductions
- 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
- Medical Interpretation Services

Communication and Meeting Checklist items

- Log in access (OneID, email, teams)
- 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

- Workday Compensation
- UKG Analytics/Productivity/Action OI
- UKG Time and Attendance (class required)
- Workday Position Control
- Workday Supply Chain Ordering/Approvals
- Variance Reports/MOR's
- Budget Cycle and cycle requests (SBARs)
- Leader EPIC Reports (class required)

Human Resources

- Workday Recruiting review
- Meeting with Talent Acquisition Consultant
- Get added to TAC Weekly Report Distro
- Building Trust – Great Places to Work Framework
- Workday for:
 - Goals
 - IDP
 - 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
- Complete New Leader Compliance Module
- 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

Department and Unit Orientation Checklist

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
- Consider attending a Crucial Conversations course
- Review Workday system basics
- Epic Training (if applicable)



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

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<p>Review Immediately and set timelines for completion within 90 Days</p> <ul style="list-style-type: none"> <input type="checkbox"/> R/T leader introductions <input type="checkbox"/> Facility Tour <input type="checkbox"/> Departmental Tour <input type="checkbox"/> Key Contact Information <input type="checkbox"/> Mission, Vision, Values, Core Competencies <input type="checkbox"/> Strategic Themes <input type="checkbox"/> Job Description Review <input type="checkbox"/> Dress Code Review <input type="checkbox"/> Fire Plan/ Alarms/ Extinguishers <input type="checkbox"/> Parking Policy <input type="checkbox"/> Department Security <input type="checkbox"/> Department Access <input type="checkbox"/> Evacuation Plan <input type="checkbox"/> Medical Interpretation Services <p>Communication and Meeting Checklist items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Log in access (OneID, <input type="checkbox"/> Daily Huddle DL <input type="checkbox"/> Leadership Team Meeting series <input type="checkbox"/> Performance Improvement Committee <input type="checkbox"/> Emergency Department and Infection Prevention <input type="checkbox"/> Patient Safety Committee <input type="checkbox"/> Quality Review Committee <input type="checkbox"/> Trauma <input type="checkbox"/> Stroke Collaborative <p>Department Specific (facility specific)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Radiation Safety Committee <input type="checkbox"/> System Medical Imaging <input type="checkbox"/> _____ <p>Patient Experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRC Access Meet PX Rep <input type="checkbox"/> Patient Experience Council <input type="checkbox"/> Nobl Rounding Tool <input type="checkbox"/> AIDET 	<p>Finance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workday Compensation <input type="checkbox"/> UKG Analytics/Productivity/Action OI <input type="checkbox"/> UKG Time and Attendance (class required) <input type="checkbox"/> Workday PositionControl <input type="checkbox"/> Workday Supply Chain Ordering/Approvals <input type="checkbox"/> Variance Reports/MOR's <input type="checkbox"/> Budget Cycle and cycle requests (SBARs) <input type="checkbox"/> Leader EPIC Reports (class required) <p>Human Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workday Recruiting review <input type="checkbox"/> Meeting with Talent Acquisition Consultant <input type="checkbox"/> Get added to TAC Weekly Report Distro <input type="checkbox"/> Building Trust – Great Places to Work Framework <input type="checkbox"/> Workday for: <ul style="list-style-type: none"> <input type="checkbox"/> Goals <input type="checkbox"/> IDP <input type="checkbox"/> Performance management <input type="checkbox"/> Compensation <input type="checkbox"/> Meet with HR Consultant <p>Quality & Safety/Accreditation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Environment of Care Rounds <input type="checkbox"/> Meet with Accreditation <input type="checkbox"/> Location of Department Manuals (SPP & DPP) <input type="checkbox"/> Annual Requirements – GAMES <input type="checkbox"/> Complete New Leader Compliance Module <input type="checkbox"/> List of Meet and Greets for first 90 days <input type="checkbox"/> Registered for New Leader Orientation <input type="checkbox"/> Proscribe/PACS <p>Infection Control/ Isolation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Covid-19 Bloodborne pathogen plan <input type="checkbox"/> Tuberculosis plan <input type="checkbox"/> Personal Protective Equipment



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Employee Signature _____ Date _____