

# CLINICAL FACULTY ORIENTATION CHECKLIST

School of Medicine | University Physicians Group | Medical Center



## Orientation Items: Days 1-2

- Get your Health System ID Badge
- Complete UVa and UPG I-9 forms
- Sign up for parking
- Complete Emergency Contact Information Form
- Meet your mentor(s) and/or department representative
- Attend orientation sessions to learn about Be Safe, Clinical Staff Membership, Hoos Well, Faculty and Employee Assistance Program, physician relations and referral services, Health Marketing Communications, privileging and credentialing, Piedmont Liability Trust (professional liability insurance coverage), etc.
- Review UVa benefits and retirement information to ensure you fully understand your plan options
- Review UPG benefits and retirement information to ensure you fully understand your plan options (for faculty with UPG contract only)
- Take Health Marketing Photo
- Complete UPG payroll forms:
  - o Sign-up for direct deposit and complete W-4, VA-4, and UPG demographic forms
- Complete UVa payroll forms using Employee Self-Service ([www.hr.virginia.edu](http://www.hr.virginia.edu) > SSTL):
  - o Sign-up for direct deposit and complete W-4 and VA-4 forms
- Complete UPG New Provider Training (compliance training)
- Get your UVa computing ID and UVa identification card to activate your accounts
  - o New employees won't be able to access many UVa enterprise systems, such as email and secure wireless networking, until completing the steps outlined online at <http://its.virginia.edu/accounts/facstaffaccounts.html>, including UVa ID Verification and Authentication

## By fifth day

- Complete required Health Screen with UVa Work-Med within 5 days of start date
- Complete required EPIC training
- Complete required employee training via UVa Health System Learning Management System/NetLearning at <https://lms.netlearning.com/mynetlearning/UVA>
- See your department telephone counselor or department administrator for your phone extension and to obtain information on how to activate your voicemail. See <http://its.virginia.edu/commser/telephone/home.html>
- Sign up for UVa Alerts at <https://www.virginia.edu/uvaalerts/>. UVa Alerts notifies registered users via text message when the University population faces imminent threat from a hazard.

## During your first two weeks

- Complete UPG benefits selection within 60 days of date of hire
  - o Review UPG retirement and benefits information to ensure you fully understand your plan options
- Complete UVa benefits selection within 60 days of date of hire via Benefits@UVA ([www.hr.virginia.edu](http://www.hr.virginia.edu))
  - o Review UVa retirement and benefits information to ensure you fully understand your plan options
- Update personal contact information in Employee Self-Service at [www.hr.virginia.edu](http://www.hr.virginia.edu) > SSTL > UVA Employee Self-Service > Personal Information
- Complete selective service form in Employee Self Service (males only) at [www.hr.virginia.edu](http://www.hr.virginia.edu) > SSTL > UVA Employee Self-Service > Personal Information > Basic Details > Update
- Complete required UVa eLearning modules: *Getting Paid, Benefits & Leave, Policies & Practices, Safety and Security, Emergency Preparedness, Hoos Making a Safer Community* at <http://www.virginia.edu/leadershipexcellence/gfs/#elearning>
- Voluntarily self-identify your disability status in Employee Self-Service at [www.hr.virginia.edu](http://www.hr.virginia.edu) > SSTL > UVA Employee Self-Service > Disclose Disability Status (To learn more about why the University asks for this information and how it is used visit: <http://www.virginia.edu/eop/demographicsFAQs.html>)
- Voluntarily self-identify your veteran status in Employee Self-Service at [www.hr.virginia.edu](http://www.hr.virginia.edu) > SSTL > UVA Employee Self-Service > Disclose Veteran Status (To learn more about why the University asks for this information and how it is used visit: <http://www.virginia.edu/eop/demographicsFAQs.html>)

### During your first month

- Complete required Office of Equal Opportunity Programs' "Preventing and Addressing Discrimination, Harassment and Retaliation" training within 30 days of hire. This training is mandatory for all faculty and staff and can be taken online or in person. See <http://www.virginia.edu/eop/training.html> to access the online training and in-person schedule.
- Review emergency event status (designated or non-designated) at [www.hr.virginia.edu](http://www.hr.virginia.edu) > SSTL > UVA Employee Self-Service > My Information (visit <http://www.hr.virginia.edu/event-status/event-status-faqs/> for more information)
- Review UVA Care Connection at <http://www.healthsystem.virginia.edu/pub/uvacareconnection/uvacareconnection>
- Review faculty development opportunities at <http://faculty.med.virginia.edu/facultyaffairs/>
- Review education benefits information at <http://www.hr.virginia.edu/hr-for-you/universitystaff/university-staff-benefits/education-benefits/>
- Update CV to reflect new position
- Become familiar with KnowledgeLink at <http://www.healthsystem.virginia.edu/mylink/>
- Review university policies at <http://www.virginia.edu/uvapolicies>

### **Departmental Orientation Items**

#### Supervisor

- Meet colleagues and departmental leaders
- Review your job duties, responsibilities, expectations, and goals with your supervisor
- Discuss performance standards with your supervisor
- Discuss work schedule, leave, and time-away policies and procedures
- Find out your emergency event status designation (designated/non-designated)

#### Organization/Governance

- Understand how your department is organized. Ask for an organizational chart.
- Get a list of key departmental contacts (computer support, fiscal, purchasing, HR/payroll/benefits, grants/research administration, help desk, etc.)
- Ask about schedules for important departmental meetings
- Go on a workplace wayfinding tour of the building you work in to identify restrooms, fire exits, conference rooms, break areas, supply closet, etc.
- Review departmental safety and security procedures and plans

#### Technology

- Get pager
- Meet with departmental IT support to review computer set up, log on, email, data security, and responsible computing handbook information
- Discuss important email distribution lists
- Get telephone number and voice mail access and ask how long distance calls are handled
- Ask about work-issued cell phone
- Get access to shared drives
- Get copy card

#### Policies/Procedures

- Complete required departmental training
- Review reimbursement policies and procedures
- Review travel policies and procedures

#### Miscellaneous

- Discuss uniform distribution information including white coats, scrubs, etc.
- Review office location and get office key, supplies, etc.
- Ensure ID badge access to buildings/rooms has been requested
- Order business cards
- Ask how inter-departmental mail is handled
- Ask about department communications and publications information