

NEW CLINICAL FACULTY CHECKLIST

School of Medicine



First and second day

- Attend SOM New Faculty Orientation

For those who do not attend SOM New Faculty Orientation, please complete the following:

During New Faculty Orientation Items: Days 1-2

- Get your Health System ID Badge
- Complete UVA I-9 form
- Complete UPG I-9 form (faculty with UPG contract)
- 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 plan options
- Review UPG benefits and retirement information to ensure you fully understand plan options (faculty with UPG contract)
- Take Health Marketing Photo
- Faculty with UPG contract:
 - Complete UPG payroll forms, sign-up for direct deposit and complete W-4, VA-4, and UPG demographic forms
- Complete UVA payroll forms, sign-up for direct deposit and complete W-4 and VA-4 forms using Employee Self-Service (www.hr.virginia.edu > SSTL)
- Complete UPG New Provider Training (faculty providing clinical care)

By fifth day

- Get your UVA computing ID and identification card to activate your accounts (Complete the steps outlined online at <http://its.virginia.edu/accounts/facstaffaccounts.html>, including UVA ID Verification and Authentication)
- Sign up for a parking permit with the Office of Parking and Transportation www.virginia.edu/parking
- 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 (faculty providing clinical care)
 - 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)
 - 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 > SSTL > UVA Employee Self-Service > Personal Information
- Complete selective service form in Employee Self Service (males only) at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Personal Information > Basic Details > Update
- Complete suggested UVA eLearning modules: [Getting Paid and Taking Leave](#), [Benefits \(Ask Alex\)](#), [Policies and Standards](#), [Safety and Security](#)
- Voluntarily self-identify your disability status in Employee Self-Service at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Disclose Disability Status
- Voluntarily self-identify your veteran status in Employee Self-Service at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Disclose Veteran Status

During your first month

- Review emergency event status (designated/non-designated) at 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 <https://uvahealth.com/appointments>
- 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

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

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 (optional)
- Ask how inter-departmental mail is handled
- Ask about department communications and publications information

Helpful Websites

- ITS: Getting Started with Computing & Communications <http://its.virginia.edu/guides/getstarted.html>
- ITS Computing Accounts <http://its.virginia.edu/accounts/createacct.html>
- Cavalier Computers https://www.cavaliercomputers.com/shop_employees.asp?
- Community Relations <http://communications.virginia.edu/communityrelations/index>
- Diversity and Equity <http://vpdiversity.virginia.edu>
- Employee Same Day Clinic <https://www.medicalcenter.virginia.edu/esdc>
- Equal Opportunity and Civil Rights <http://eocr.virginia.edu>
- Faculty and Employee Assistance Program www.medicalcenter.virginia.edu/feap/home.html
- Hoos Making a Safer Community www.virginia.edu/safercommunity
- Maps & Directions www.virginia.edu/maps
- Sustainability at UVA <http://sustainability.virginia.edu>
- UVA Bookstore <http://uvabookstores.com>
- UVA Discount Program www.uvauteam.com