TIMELINE of FACULTY ONBOARDING

Revised: 3/7/17

ideally 4-6 months prior to start date → **4-6 months prior to start date** → **4 weeks or more prior to start date** → **at least 2-4 weeks prior to start date** → **start date**

LOU signed!

Out of State candidate: If does not have CA Med License --Inform faculty to apply for CA Med Lic *immediately* !

Credentialing/CA Med Lic

Relocation Coordination & Expenses Logistics

Appointment Dossier

Send email to inform the people below of the new hire with: start date, location of clinic & how many sessions in clinic:
1. Clinical Mgr & Director
2. DOM Academic Compensation
3. Tatiana Vardanyan-onboarding classes

Identify space/office for faculty both at clinic site and research site as applicable

Submit Temp Appointment (at least 2 months prior)

Schedule hiring paperwork appointment with Albert Haro, MSO, & Faculty

Schedule Training/attends Orientation

Order -computer/laptop, cell phone?, 1 lab coat, pager, parking, research business cards, keys, parking

Clin Mgr: Oder - practice business cards and appointment cards, prescription pad/triplicates, additional lab coats, keys, computer for workspace, parking for clinic site?

Request accesses: Careconnect request form, AirWatch, Mednet & VPN to Giti; proximity access (make sure faculty is entered in EDB at least 24hrs prior);
Clin Mgr: Sign EE for CareConnect training classes

Schedule this meeting 15-30 days prior to start date so can enter in EDB and get UID with sufficient time to request for and receive email access & training prior to start date (if possible)

Communicate with Clinic Mgr when EE can start their clinic locations as well, let Clin Mgr know of training classes you sign new EE up for

order malpractice insurance for affilliate sites if seeing patients and billing

Faculty attends orientation/training: can be before start date if EE can go

Add faculty to CTS campus directory, Div Listserv (check MSO's To Do List)

Research faculty meets with Division Fund Manager and/or DOM Research Admin (contact Cathy Rujanuruks)

Academic Enrichment Election Form