

UW Veterinary Care Onboarding Checklist for New Employees

| <u>Prior to start Date</u> | <u>Responsible Person/Area and Verification (initials)</u> |
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| <ul style="list-style-type: none"> • Send welcome email and link to new employee paperwork - http://www.ohr.wisc.edu/benefits/new-emp/ | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Link to benefits for review and inform they have 30 days to sign up- http://www.ohr.wisc.edu/benefits/new-emp/reg.aspx | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Get UW ID card and activate net id | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Computer access form | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Emergency contact information | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Inform them how to get NetID and UW ID card | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Inform them of the I9 process and who to see and what email looks like | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Inquire about interest in parking. If desired, request to add employee to Parking System before they start | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Request access to Vetstar | Hosp. Admin _____ |
| <ul style="list-style-type: none"> • Time and place to meet on the day at job | Supervisor _____ |
| <ul style="list-style-type: none"> • Scrubs/dress code for day 1 | Supervisor _____ |
| <p><u>First Day</u></p> | |
| <ul style="list-style-type: none"> • Introductions to staff (area and hosp. administration) | Supervisor _____ |
| <ul style="list-style-type: none"> • Give tour of UWVC and location of second floor deli and vending | Supervisor _____ |
| <ul style="list-style-type: none"> • Get building access- Building door locking schedule | Supervisor _____ |
| <ul style="list-style-type: none"> • Go over day 1 & week 1 schedule | Supervisor _____ |
| <ul style="list-style-type: none"> • Scrubs/dress code (more detail specific to job) | Supervisor _____ |
| <ul style="list-style-type: none"> • Assign peer partner (should not be supervisor) | Supervisor _____ |
| <ul style="list-style-type: none"> • Computer login and how to access job related resources. | Supervisor _____ |
| <ul style="list-style-type: none"> • Vetstar login | Supervisor _____ |
| <ul style="list-style-type: none"> • Liability coverage, Incident report and UHS | Supervisor _____ |
| <ul style="list-style-type: none"> • Schedule job related training, if needed | Supervisor _____ |
| <ul style="list-style-type: none"> • Important policies and procedures link-campus work rules, hospital work rules, etc | Supervisor _____ |
| <ul style="list-style-type: none"> • Explain payroll, vacation and attendance policy/guidelines (entering time for payroll system after hours, weekend, SAFEwalk option) | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Direct to resources for HR related issues, IT etc. | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Issue pager if required for position | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Assign locker, if requested | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Help sign up for benefits training if needed. | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Overview of hospital – Org chart, unique terminology used in hospital. | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Confirm Email and phone/voicemail set up, if needed | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Take photo in Admin. Office to be added to UWVC intranet and update department phone contact directory | Hosp. Admin. _____ |
| <ul style="list-style-type: none"> • Contact Mail/Copy room and assign mailbox, if needed | Hosp. Admin. _____ |

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| <p>End of Week 1</p> <ul style="list-style-type: none"> • Check how things went-identify issues if any and provide resources/resolutions • Check if they had a chance to review policies and any questions • Apply for Occupational Medicine Medical Clearance at UHS <p>End of First month</p> <ul style="list-style-type: none"> • How are things going • Establish a written development/training program for the first 6 months: <ul style="list-style-type: none"> a) Break down the job by the knowledge, skills and abilities required b) Determine the employee’s current competency level in each area c) If a gap exists, discuss potential training and learning opportunities to strengthen the area d) Prioritize the needs, and create a plan • Clarification on policies/procedures • Identify available information regarding hospital’s mission, vision, fundamental principles and strategic plan at http://uwveterinarycare.wisc.edu/about-uwvc/strategic-plan/ <p>Within 6 months</p> <ul style="list-style-type: none"> • Schedule coffee/ lunch and see how are things going • Formal mid-year performance evaluation • Solicit evaluation of the employee’s experience with the onboarding process (written questionnaire) <p>End of 1st year</p> <ul style="list-style-type: none"> • Conduct formal performance evaluation • Get feedback from new hire how things went/need of resolution • Continue to have discussions and other informal events to help integrate employee into the team. • Solicit evaluation of the employee’s experience with the onboarding process (written questionnaire) <p>Other Important Details Supervisor should go over</p> <p>Security</p> <ul style="list-style-type: none"> • Personal-client actions, criminal activity, something doesn’t seem quite right • How to address inappropriate behavior with any staff or students • 911 <p>Personal and Professional Conduct</p> <ul style="list-style-type: none"> • Professional conduct guidelines and professional ethics • Social media - limits on posting information or photos about patients, clients and work environment • Confidentiality of clients and patient medical information • Resources on hospital intranet (Intranet vs. Internet... what’s the difference) • Names and photos of faculty, residents, interns and staff | <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Hosp. Admin._____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Hosp. Admin._____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Supervisor_____</p> <p>Hosp. Admin._____</p> |
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Hospital finances

- Almost 90% of hospital operations funded by revenue and 10% received from state. This pays salaries, buys equipment, etc.
- Responsibility as an employee for charging for services provided to patients (as a matter of financial success for the hospital). Deletions or adjustments can only be approved by Hosp. Admin. Office.

Personnel information

- Changing time, meal periods, rest periods
- Leave requests for time off (when can I first use time off?)
- Controlled substances
- Inclement weather policy at
<https://www.ohr.wisc.edu/Inclementweather%2012-18-2012.pdf>
- Reporting injuries (What do I do if I get injured at work)
- Campus work rules
http://vmth.vetmed.wisc.edu/policies/work_rules.pdf
- Hospital work rules
- Attendance and punctuality policy
<http://vmth.vetmed.wisc.edu/policies/AttendancePolicy.pdf>
- Comp time allowed? (Varies by dept.)
- Continuing education benefit
- Responsibility for maintaining licensure/certification
- Dress code for area
- Rabies vaccination highly recommended for staff handling patients
- How to call in if I am sick
- Scrubs - for technicians
- Infection control—importance for patients and employees; emphasize handwashing. Resources at
http://vmth.vetmed.wisc.edu/infection_cont/index.html
- Whistle-Blower Policy: For questions, concerns, or complaints about the care and/or welfare of animals used in teaching, research or outreach
Information is available at:
https://www.rarc.wisc.edu/iacuc/acapac/2003-017_-_whistle_blower_policy_and_posting.html