

RESIDENT ONBOARDING



1 MATCH DAY WELCOME & CONTRACT

PD & Coordinator send welcome email/letter and initiate contract process.

- *J1 Visas - Getting the contract out and executed is critical for starting the ECFMG J1 Visa process.*



2 END OF MARCH ONBOARDING CHECKLIST

Send out your onboarding checklist to include any NPI, licensing, and DEA information they need to complete prior to arrival.

3 APRIL HR TICKETS

Be sure to have new residents complete any HR components needed and submit any HR tickets to ensure they have all the benefits and access they need for their first day.



4 MAY IT TICKETS

Submit any IT tickets to get residents setup with EMR, application, and computer access.
**Also consider setting up the badge access residents will need*



5 JUNE ORIENTATION SCHEDULE

Create and implement an orientation schedule that includes training for a successful first day on rotation.

- *ACLS, PALS, BLS, ALSO, NRP, EMR, Annual Training, NI/MedHub, etc.*



RESIDENT OFFBOARDING

1 *APRIL* OFFBOARDING CHECKLIST

Send offboarding checklist to graduating residents.

- include things like return badge, forwarding information/graduation survey, exit interview with PD, etc.
- Reminders for finalizing logs (procedures, conferences, etc.)



2 *MAY* FINALIZE GRADUATION DETAILS

Get graduation certificates ordered and signed, verify venue & food details, order awards, etc.

3 *JUNE* HR TICKETS

Submit any termination tickets with last date of residency for an ending date.



4 *JUNE* IT TICKETS

Submit termination tickets to close out account and EMR access.



5 *JUNE* GRADUATION

Get through graduation, celebrate, and start it all over again. 😊