



Medical Staff Onboarding

First Day Onboarding Plan

Below is a checklist of important information to review. Many of the answers can be found on the [Information and Education Hub](#). You may also connect with your Division Head, Site Medical Lead, and local administrative team for support.

Form may be printed and scanned or completed digitally. Please return completed form to medstaffcommunications@islandhealth.ca

<i>Date:</i>	<i>Site:</i>
<i>New Medical Staff Name:</i>	
<i>Onboarding Guide Name:</i>	

Site information:

- Pass cards, ID
- Parking pass, info
- Contact numbers
- IHealth education and all required system accesses completed prior to first shift.

Departmental information:

- Awareness of Medical Staff Bylaws and Medical Staff Rules
- Awareness of Island Health web site and links to medical staff information
- Awareness of relevant department policies
- Awareness of Respectful workplace policy and principles.
- Understanding of relevant policies (ie Locum policy, Medical Records)
- Enrolled in LMS
- Medical staff onboard course completed/being completed

Service information:

- Local team and consulting services
- Tiers of service, levels of care for facility
- Referrals patterns for higher level of care

Dates for future check-ins: *Additional check-ins can be added after one month check-in as desired.*

One week:

One Month:

<i>New Med. Staff Signature:</i>	<i>Onboarding Guide Signature:</i>
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