



Medical Staff Onboarding

Onboarding Guide Check-In – 1 Month

Check-ins provide time for you to connect as colleagues and address any questions the new medical staff member may have. It also provides an opportunity to discuss what has gone well during onboarding and what improvements you may suggest for the onboarding program. *At the one-month check-in we suggest you discuss how much time will be spent together for ongoing support.*

Please submit completed form to medstaffdevelopment@islandhealth.ca. Form may be printed and scanned or completed digitally. Medical and Academic Affairs may contact you to offer additional support and request your permission to share feedback.

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

How welcomed and connected do you feel to your new facility and department?

How well do you understand your role, including the responsibilities and scope? How does your role match your expectations based on the job description and what has surprised you?

What additional coaching and/or mentoring support would you find helpful?

Next steps for Site Ambassador:

Next steps for New Medical Staff member:

Are there outstanding challenges or questions you would like Medical and Academic Affairs to provide support with?

Next check-in date:

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