Medical Staff Orientation

Medical Staff Onboarding project "Creating Connections" supported through the Facilities Engagement and Island Health partnership.

Medical Staff First Orientation – Recommended Day 1

Below is a checklist of important information to review. Information supports and resources 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, scanned or completed digitally. Please return completed form for compensation for your time: MedStaffDevelopment@islandhealth.ca

Date:	*Site:*
New Medical Staff Name:	
New Medical Staff Email:	
Orientation Champion Name:	

Pre-onboarding review

Confirm all pre-onboarding activities are completed: Access pass/ID, Parking pass, Access to IT systems.

Yes ☐   No ☐

If all pre-onboarding activities are not complete please indicate what is missing.

Comments:

Site tour

Physician lounge, eating/social areas, introduction to key individuals, i.e department member, site medical leader, administrative contacts.

Complete ☐   Incomplete ☐

Role

Use this opportunity to discuss the role, policies/procedures, culture of the organization and who to connect with at the hospital. Are there any remaining uncertainties that do not have a clear action to resolve?

Comments:

Review important service level information including consulting services, levels of care, and referral patients. Review key contact document.

Complete ☐   Incomplete ☐

Did this initial check-in provide useful information for your first day?

Yes ☐   No ☐ Neutral ☐

Please rate your check-in experience, 1 being the lowest and 5 being the highest.

1 ☐   **2** ☐   **3** ☐   **4** ☐   **5** ☐

Would you recommend participation in this medical staff onboarding pilot to others?

Yes ☐   No ☐ Neutral ☐

Please indicate how many hours you met during this session.

Please establish a date for your next check-in. It is recommended this is one week after this meeting.

Thank you for participating in this pilot project. Please provide any additional information that will help us develop this program in the future.

Comments: