NYSPHC DOH Fellow Onboarding Checklist

FELLOW INFORMATION

Name: _____   Start Date: _____

Position: _____   Supervisor: _____

This checklist is provided to New York State Public Health Corps Program Fellows and their Host Supervisor. This form should be used as a tool to guide the new Fellow through their first six months of their Fellowship. In collaboration between the Fellow and Host Supervisor, this checklist should be considered a 'living document' during the introductory/orientation period (first six months) of your position.

TRAINING AND ORIENTATION

All New York State Public Health Corps Fellows will complete trainings and onboarding activities as required by New York State Department of Health and Health Research Inc. and suggested additional trainings and activities as outlined below. Orientation trainings must take place during the introductory/orientation period. Fellows are encouraged to seek out additional internal and external training and staff development opportunities as they relate to the activities and services provided by your Host Organization. As new Fellows, attend trainings, meetings, and/or review materials and information, be sure to write down questions about what you are seeing or reading to bring to your next meeting with your supervisor.

PRIOR TO THE FIRST DAY- HOST SUPERVISORS SHOULD COMPLETE THE FOLLOWING:

☐ Confirm start date, time, location

☐ Identify equipment needs (computer, laptop, phone, etc.)

☐ Create a "welcome packet" or important / necessary informational guide

☐ Complete DOH-5264 New DOH ID Card Form

☐ Complete New Employee DA Contact Form for computer, phone, program, network and printer access

☐ Acquire employee ID#, email address and computer password from ITS

☐ Ensure Fellow has completed the following courses:

    ☐ eCornell Module "0" training

    ☐ NYSDOH COVID-19 POD Operations Training

    ☐ Johns Hopkins University COVID-19 Contact Tracing Course

FIRST DAY- HOST SUPERVISOR AND FELLOW SHOULD COMPLETE THE FOLLOWING:

☐ Meet and greet with supervisor to orientate the new Fellow to their workstation and all necessary supplies and manuals

☐ Complete the following and submit:

    ☐ I-9 (employee will need proof of identification e.g. passport and/or driver license with birth certificate)

    ☐ NYS Employee's Retirement Membership Registration (RS5420)

    ☐ Reviewed and signed job description

☐ Ensure Fellow is added to meeting notices

☐ Request access personal to WebEx room: https://meetny.webex.com/meet/<shortname> from IT.

☐ Cover critical points of policies, protocols, and administrative procedures in subsequent sections and revisit in future meetings

☐ Discuss the concept of HIPAA, business confidentiality, and depending on placement discuss action to take if personal identifying information (PII) is sent electronically

☐ Discuss Telecommuting Policies and fill out appropriate forms

☐ Route and discuss manuals/documents for review:

      ☐ NYSPHC Fellowship Handbook

      ☐ Host Organization Information

          o Center/Division/Program SharePoint site

          o Organizational Chart

          o Program Workplan

          o Workplace policies

          o Communication expectations (i.e. absences, change of hours, informing Supervisor of progress, etc.)

☐ Provide additional resources (e.g. Empire State Plaza and Course Map, list of local businesses)

☐ Provide OGS Temporary Parking Application

      ☐ Agency Code: 8000 (HRI) 1200 (State)

      ☐ Parking Coordinator Signature Required: Ken Powis (518-402-5328) ken.powis@health.ny.gov

      ☐ OGS Parking Service Office – Concourse Level ESP Room 144

☐ Check in with Fellowship Placement Coordinator to discuss First Day Experience if needed

WEEK 1			
☐ Creating a Foundation for Success	- Informal Daily Check-ins with Supervisor - Staff Introductions and Tours - Review Position Information (see below)	- Review Computer & Electronic Resources (see below) - Confirm eCornell Cohort with DOH Fellowship Placement Coordinator (FPC)	- Review Policy and Protocols (see below) - Review Administrative Procedures (see below) - Provide Applicable Webinars for Review - Confirm NYSPHC Mentor Cohort

WEEK 2			
☐ Introduction to Initial Job Responsibilities	- Informal Daily Check-ins with Supervisor - Create a Formal Schedule for Check-ins with Supervisor	- Provide "snapshot" of Each Program in Fellow's Purview - Discuss New Fellow's Role in Context of Overall Program - TRECS Training Program	- Identify and Shadow Colleagues to Provide Context - Review NYSDOH Strategic Map and Discuss How Fellow Fits In.

WEEK 3

☐ Ongoing Training

- Daily/Weekly Check-ins with Supervisor
- Continued Review of Websites, Online Training, and Resource Materials
- Attend Staff Meetings

WEEK 4

☐ Building Relationships to Promote Collaboration Across the Fellowship Program and/or Public Health Network

- Daily/Weekly Check-ins with Supervisor
- Review Training Taken to Date - Recommend Additional Training
- Check- in with Fellowship Placement Coordinator (FPC) as Needed
- Meetings with Division, Bureau, and Section Directors. Overview of Services
- Seek Out Networking Opportunities

WEEKS 5-8

☐ Continued Training and Onboarding

- Daily/Weekly Check-in Meetings with Supervisor
- Introduction to New Programs in your Center/Division/Bureau
- Attend Check-in Meeting(s) with FPC and Mentor
- Attend Fellow Consortium Check-in Led by the FPC, Mentor, and NYSPHC Senior Fellow

WEEKS 9-16

☐ Continued Training and Onboarding

- Daily/Weekly Check-ins with Supervisor
- Attend Staff Meetings if Applicable
- Attend Check-in Meeting(s) with FPC and Mentor
- Attend Fellow Consortium Check-in Led by the FPC, Mentor, and NYSPHC Senior Fellow

COMPLETION WITHIN THE FIRST 6 MONTHS

The following should be achieved:

☐ Cornell University's Public Health Essentials Certificate Program

☐ Create account in www.nylearnsph.com (Learning Management System)

☐ Business Confidentiality Course

☐ Mandated Trainings through LITMOS

☐ Attend Consortium meetings with FPC, Mentor, and NYSPHC Senior Fellow

POLICIES/PROTOCOLS: NYSPHC suggests Supervisors review the policies/protocols and administrative procedures as appropriate based on importance. Some may be more important to review on the first day (e.g. emergency procedures, security, telephones, etc.) than others.

☐ Review key policies.

- HRI Intranet
- Annual, Personal and Sick Leave
- Attendance/Tardiness Policy
- Work Schedule
- Outside Employment
- Security Desk
- Security and Emergency Services
- Evacuation Plan
- Emergency Procedures

- Performance Reviews
- Travel Policy
- Cell Phone Etiquette and Expectation
- Interim Telecommuting Policy
- Confidentiality
- Internet Use and Security
- Other HRI Policies

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures.

- Office/desk/workstation
- Mail (incoming and outgoing)
- Business cards
- Support staff
- Employee Assistance Program (EAP)
- Outlook Calendars (shared mailboxes)

- Telephones- set up, Self-Care Portal, away messages and answering ("NYSDOH"), and responding to voicemail.
- Conference rooms
- Picture ID badges
- Parking

INTRODUCTIONS AND TOURS

☐ Tour of facility, including:

- Any Initiative Files (hard copy contracts)
- Office supplies

- Printers/copier
- Emergency exits
- Restrooms

- Mention facilities on ESP concourse (dry cleaner, dentist, barber, banks, gym, food options)

POSITION INFORMATION

☐ Introductions to team members/colleagues

☐ Review onboarding plan

☐ Review job description and discuss performance expectations

☐ Review job schedule and hours and calling in sick/late

☐ Review payroll timing, time sheet, and policies and procedures

COMPUTER & ELECTRONIC RESOURCES

☐ Hardware, software, electronic resources, including:

- Microsoft Office
- Email- Out of Office
- Email signature
- Outlook calendar expectations
- Microsoft Teams Training
- SharePoint Knowledge Center

- Shared drives & file saving
- Fellow BML NYSPHCFellows@health.ny.gov
- Listservs
- HRI Doculivery
- TRECS Training
- TRECS Forms
- TRECS FAQ

- Working Remotely
- RSA Token
- VPN access
- Access personal WebEx room: https://meetny.webex.com/meet/<short name>
- HRI-Litmos (Learning Management System)
- NYLearnsPH.com

POSITION SPECIFIC ACCESS

- Shared Drive Access (e.g., J:, I:)
1. I Drive
2. NYSPHC Training Resource Center
3. SharePoint (link Fellow to internal SharePoint site)

UNSCHEDULED TIME FOR FELLOW

New Fellow introduction/orientation period includes formal training, shadowing current staff, and meetings with supervisors and other staff. New Fellows also have the opportunity to learn more about the content areas during unscheduled times, through some of the suggested activities listed below.

	Activity
☐	Review and familiarize yourself with: • NYSPHC website • Prevention Agenda • NYSDOH Strategic Map • eCornell
☐	Review and familiarize yourself with content relevant to your Fellowship Placement
☐	Talk with staff in the Office about what they do, and where and how they do it. Start writing down ways you can refer and/or integrate other agency activities into the work you will be or are doing.
☐	Become familiar with the NYSDOH Website and the various services provided by each agency. Promoting a cross sector approach is an expectation for NYSDOH staff.
☐	Visit the various agency websites ▪ ITS/DOH Information Portal ▪ DOH Insider ▪ Visit the DOH Forms Bank to familiarize yourself with various processes
☐	Visit the Office 365 Knowledge Center and explore the features, and resources available to NYSDOH/HRI employees.
☐	Visit various resources on the Transtheoretical Model of Behavior Change

	▪ [PRO-CHANGE BEHAVIOR SYSTEMS, INC. - THE TRANSTHEORETICAL MODEL](#) ▪ [YOU TUBE VIDEO - TRANSTHEORETICAL MODEL OF BEHAVIOR CHANGE](#)
☐	Review NYS Branding Guidelines ▪ [NYS Branding Guidelines](#) (email signature slide 60/91) ▪ [NYS Branding Guidelines SharePoint site](#)
☐	Review program related folders/files on shared drives – Please note that documents are in share locations and 'live', be mindful not to edit/delete
☐	Attend monthly & quarterly local and regional Fellowship Program networking/educational meetings

Maintain a professional work environment, conduct self in a professional manner and promote a positive atmosphere in the workplace.