NYSPHC Fellow Onboarding Checklist

EMPLOYEE INFORMATION

Name: _____   Start Date: _____

Position: _____   Supervisor: _____

This checklist is provided to New York State Public Health Corps Program Fellow's 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/or your host organization. Suggested additional trainings and activities are 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

☐ Confirm start date, time, location.

☐ Identify computer needs and equipment.

☐ Schedule meeting for new employee with Human Resources or hiring entity (if required by your agency).

☐ Acquire employee access to necessary internal systems/operational needs (e.g. Key fobs, desk keys, HR/Payroll systems, email address, computer password, shared documents, EHRs, etc.)

☐ 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

Suggested Activities

    ☐ Create a "welcome packet" or handbook specific to your agency.

    ☐ Send a "new hire" announcement to appropriate staff including information such as the Fellow's bio, function, location, contact information, etc.

    ☐ Schedule meeting(s) for new employee with key colleagues that they will be working with within the first few days of starting.

FIRST DAY

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

☐ Complete LHD required First Day trainings (i.e. Confidentiality, IT security, etc.) See below for suggested trainings.

☐ Complete all required LHD employment paperwork and submit.

☐ Ensure Fellow is added to all appropriate meeting notices.

☐ Review and sign job description (if haven't done so already).

☐ 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:

        ☐ Fellowship Handbook

        ☐ Host Organization Information – Some suggestions:
   - o Organizational Chart - Center/Division/Program
   - o Program workplan, policies and procedures, FAQs related to project
   - o Overview of how to: use phones, book conference rooms, access to frequently used computer programs, systems, and drives
   - o Workplace policies
   - o Communication expectations (i.e. absences, change of hours, informing Supervisor of progress, etc.)

☐ Provide additional resources (e.g., parking information, list of local businesses, etc.)

☐ Schedule "check-ins" with Supervisor – establish frequency of check-ins (for the first few weeks the Host Supervisor may want to consider more regular check-ins).

☐ Check-in with Fellowship Placement Coordinator to discuss first day experience

WEEK 1

☐ Creating a Foundation for Success	• Informal check-ins with supervisor • Staff introductions and tours • Review position information (see below)	• Review computer & electronic resources (see below) • Confirm eCornell Cohort start and end dates	• Review policy and protocols (see below) • Review administrative procedures (see below) • Provide applicable webinars for review

WEEK 2

☐ Introduction to Initial Job Responsibilities	• Informal check-ins with supervisor • Create a formal schedule for check-ins with supervisor	• Discuss new Fellow's role in context of overall program • Identify required trainings and provide Fellow with	• Identify and shadow colleagues to provide context • Review LHD Strategic Map and discuss how Fellow fits in

	Provide "snapshot" of each program in Fellow's purview	link/access to trainings	

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	• Review training taken to date and recommended additional training	• Weekly/daily scheduled check-ins with supervisor • Check-in with Fellowship Placement Coordinator (FPC) as needed	• Meetings with other LHD staff • 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 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 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 (NYS Learning Management System)

☐ Mandated Trainings / Additional Trainings identified by Host Organization

☐ Attend check-in meetings (with FPC, Mentor, Senior Fellows), educational/networking sessions, and regional consortiums as required by NYSPHC Fellowship Program

POLICIES/PROTOCOLS:
Supervisors should 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. Below are some suggested areas to cover.

☐ Review key policies

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

- Performance Reviews (If applicable)
- Travel Policy
- Cell Phone Etiquette and Expectation
- Interim Telecommuting Policy
- Confidentiality
- Internet Use and Security
- Other Organizational 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, away messages, answering, 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

- Conference/meeting rooms
- Emergency exits
- Restrooms

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

- Shared drives & file saving
- Fellow BML NYSPublicHealthCorps@health.ny.gov

- Working Remotely
- NYLearnsPH.com

POSITION SPECIFIC ACCESS

1. Shared drive access / Where files are located electronically
2. Other needed position specific access i.e. EHR, RHIO, Virtual meeting platforms, etc.

UNSCHEDULED TIME

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

☐	Review and familiarize yourself with: • NYSPHC website • Prevention Agenda • NYSDOH Strategic Map • eCornell • Host Organization's websites, social media pages, and suggested community/local level
☐	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 LHD website and the various services provided by each agency. Promoting a cross sector approach is an expectation for NYSDOH staff.
☐	Find networking opportunities in the area to increase your visibility/knowledge of public health efforts – (should be approved or suggested by Supervisor if on work time)
☐	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 Host Organizations Branding Guidelines (if applicable)
☐	Review program related folders/files on shared drives (if applicable)
☐	Attend monthly & quarterly local and regional Fellowship Program Consortiums / educational meetings

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