

New Hire Check List Form

For employees who are not on the Medical Center Budget, but:

1. Work in or on the Medical Center premises;
2. Have access to patient information;
3. Have direct patient contact

Employee Name: _____	UIN: _____
Title: _____	*Supervisor: _____
Department: _____	Supervisor's phone: _____
Date Job Duties Start: _____	Description of Duties as Listed Above: __ (1) __ (2) __ (3) __

The *Supervisor will have the responsibility to maintain the Employee's Departmental file and assure completion of all mandatory regulation requirements before assuming duties listed above, and on an ongoing annual basis.

Prior to assuming job duties, assure the following has been completed:

- Review the job description with the employee and have the employee sign and date. Must be updated every 3 years.
- Verify any required certifications – certifications, degrees, etc. Keep a copy of active and updated certifications, such as CPR in the Departmental file.
- Obtain primary source verification of required licensure via IDFPR website.
<https://www.idfpr.com/dpr/licenselookup/default.asp>
- Print the screen shot, write the employee's UIN# on it, image and attach to the front end transaction under label "Professional License." Enter appropriate licensure information into PPACERT screen in Banner per attached instructions, so that campus HR will automatically check for license renewal at expiration.
- Complete forms for a criminal background check and submit to HR Service Center, HRB 715 S Wood M/C 900, Room 401 (312) 413-3490.
- Schedule Health Clearance (TB, titers, drug screen) through University Health Services (312) 996-7420.
- Schedule MC Orientation and management learning system courses for regulatory compliance (312) 996-3737.
- Notify Hospital Administration and request MC IDs.

Annually, all employees with direct patient care contact must have documentation in the Departmental file, including:

- Mandatory Learning Management System modules
- Population specific, job specific and/or equipment competency as indicated
- KRA – annual review