HR Cloud®

HR & ONBOARDING
CHECKLIST

Onboarding in the healthcare industry requires special considerations and thoughtful processes. So, we created this checklist especially for healthcare HR professionals and managers

Automate the to-do's in teal with HR Cloud's toolkit

01
Pre-Onboarding

Ensure all pre-hire paperwork is completed, including any applicable licensing, certifications, background checks, and compliance documents.

Verify the start date, time, and location for the new hire(s).

Prepare a welcome packet with essential documents, policies, and safety guidelines.

Complete the I-9 form, use a I-9 Compliance Software to make it easier

Send a welcome email or communication to the new hires a few days before their start date, providing essential details and creating excitement. You can welcome new hires before the first day with our onboarding tool.

Communicate dress code and/or uniform requirements.

Coordinate with the compliance department to ensure all necessary certifications are in place.

Prepare any necessary equipment, tools, or software access for new hires.

02
The First Day

Welcome new hires

Introduce new hires to their mentors or preceptors who will guide them during their initial weeks or months.

Ensure new hires arrive on time for security and safety checks.

Provide a warm and informative welcome orientation.

Provide an overview of the organization's mission and values.

Introduce new hires to their respective departments and colleagues.

Communicate the chain of communication within the healthcare organization, including reporting procedures for incidents or issues.

Verify that new hires understand emergency procedures and safety protocols.

Assist in setting up workstations and ensuring access to electronic health records and other critical systems.

Ensure that new hires are in compliance with the organization's health and vaccination requirements.

You can make their first day stress free for everyone by utilizing a streamlined onboarding software.

03
The First Week

Schedule orientation and compliance training sessions for new hires.

Conduct a meeting with department heads to introduce new hires and discuss their roles.

Use an employee engagement tool like Workmates to make them feel more comfortable.

Offer instruction on using healthcare-specific equipment and tools.

Review patient care procedures and quality standards.

Emphasize the importance of patient confidentiality and compliance with HIPAA regulations.

Encourage teamwork and effective communication among healthcare teams.

Monitor and support new hires' adaptation to their roles and the healthcare environment.

04
The First Month

Continue to monitor new hires' progress and integration into the healthcare environment.

Schedule regular check-ins with department heads and supervisors to provide performance feedback.

Foster positive working relationships and collaborative efforts among new hires and existing staff.

Promote a focus on patient-centered care and safety in all actions.

Provide resources for problem-solving and patient-related concerns.

Highlight the importance of meeting quality standards and clinical best practices.

Promote the organization's culture of compassion, empathy, and patient advocacy.

05
Ongoing

Maintain a strong emphasis on patient safety, quality of care, and compliance with healthcare regulations.

Foster a culture of employee wellness and mental health support, providing resources for managing stress.

Encourage ongoing training and certifications for healthcare professionals.

Coordinate regular performance evaluations and goal-setting sessions.

Facilitate communication among healthcare teams through regular department meetings.

Ensure that patient safety concerns or clinical issues are promptly identified and addressed.

Keep HR and management updated on healthcare industry trends and best practices.

Promote a culture of patient-centric care, teamwork, and continuous improvement within the healthcare organization.

As an HR professional or manager, it's crucial to provide continuous support for new hires in the healthcare industry and prioritize patient safety and quality care. Customize this checklist to align with your healthcare organization's specific onboarding process, regulations, and safety requirements.

You can adapt this checklist to your specific healthcare organization's needs and processes.

Unleashing Human Resourcefulness