



**TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™**

**NEW EMPLOYEE CHECKLIST  
CORRECTIONAL MANAGED HEALTH CARE (CMHC)**

FOR (NAME): \_\_\_\_\_ TT R# \_\_\_\_\_  
 TDCJ UNIT/LOCATION: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 JOB CODE: \_\_\_\_\_ REQUISITION #: \_\_\_\_\_ NEW POSITION OR REPLACEMENT (CIRCLE)  
 PERSON BEING REPLACED: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_  
 SALARY: \_\_\_\_\_ BENEFITS START DATE: \_\_\_\_\_ PAYROLL START: \_\_\_\_\_  
 SUPERVISOR'S NAME: \_\_\_\_\_

**NOTE:** *This checklist is designed to assist supervisors with the orientation of benefits-eligible staff employees.*

**PRIOR to 1<sup>ST</sup> DAY of Employment:**

**Prepare for Employee's Arrival:**

- \_\_\_\_\_ Submit request for TDCJ security clearance
- \_\_\_\_\_ Prepare employees work area (furniture, supplies, etc.)
- \_\_\_\_\_ Contact CMHC Human Resources
  - CMHC HR will provide employee with reporting instructions, NEO date/locations/start time, required employment documentation, and a list of acceptable documents for completing the I-9 form, which must be completed within first three days of employment.
- \_\_\_\_\_ Verify Sanction List (HR)
- \_\_\_\_\_ Verify Credentialing (Credentialing Dept.)

**Beginning the 1<sup>ST</sup> DAY of Employment (or following completion of NEO):**

Discuss information and expectations pertaining to HIPAA, (as appropriate) and have employee sign applicable confidentiality forms. Maintain forms per departmental procedures.

**Departmental Orientation with Supervisor:**

Conduct Feedback Session (TTUHSC OP 70.12 - Performance Management):

- \_\_\_\_\_ Review and discuss Position Description (PD) - (edit/update the PD if necessary)
- \_\_\_\_\_ Mission of HSC/Unit/Department
- \_\_\_\_\_ Reporting structure
- \_\_\_\_\_ Telephone procedures/training
- \_\_\_\_\_ Job title, rate of pay and basic duties
- \_\_\_\_\_ Hours of work, meal/break periods...
- \_\_\_\_\_ Vacation, sick leave, overtime...
- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Dress code
- \_\_\_\_\_ Time clock / Leave reporting
- \_\_\_\_\_ Parking locations/requirements
- \_\_\_\_\_ Provide a tour of department/work area
- \_\_\_\_\_ Keys, ID (issuance of TDCJ and/or HSC; Nursing/Clinician Badges)
- \_\_\_\_\_ Computer usage/guidelines/access/passwords
- \_\_\_\_\_ EMR / PRS Access (EMR New User Form)
- \_\_\_\_\_ Tools, supplies & other work equipment (copier, fax, cell phone, pager...)
- \_\_\_\_\_ Special accommodations (if needed)
- \_\_\_\_\_ Workplace safety:
  - Reporting of on the job injury
  - Emergency telephone numbers
  - Location of fire exits, fire extinguishers...
- \_\_\_\_\_ TDCJ allowable/non allowable items on units

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EMPLOYEE'S NAME: \_\_\_\_\_

TT ID# \_\_\_\_\_

**Within the First 3-DAYS of Employment (if not completed during NEO):**

**Employment/ Benefit Processing:**

\_\_\_\_\_ \*Contact CMHC HR to include benefits processing. *IMPORTANT: Failure to do so may result in employee missing important insurance eligibility and payroll deadlines.*

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**Within the First 10-DAYS of Employment (if not completed during NEO):**

- \_\_\_\_\_ Complete NESOP Level 1 Training at <http://www.ttuhsc.edu/admin/Safety/training.aspx> or contact the Unit DON
- \_\_\_\_\_ Complete NESOP Level 2 Training at <http://www.ttuhsc.edu/admin/Safety/training.aspx> or contact the Unit DON
- \_\_\_\_\_ Complete Job/Department Specific Safety Training at <http://www.ttuhsc.edu/admin/Safety/training.aspx>
- \_\_\_\_\_ TB Testing

**Within the First 30-DAYS of Employment:**

**COMPLETE OTHER REQUIRED TRAINING** (if not completed during NEO): Go to the Employee Tab on Web Portal at <https://webraider.ttuhsc.edu> to access required courses. Log in using your eRaider name and password.

- \_\_\_\_\_ **Equal Employment Opportunity, Prevention of Sexual Harassment and Title IX Mandatory Training** Questions? Contact Workforce Education at 806-743-3281 or Toll free at 866-541-7731
- \_\_\_\_\_ **Institutional Compliance** Questions? Contact Compliance at 806-743-3949
- \_\_\_\_\_ **FERPA Training** Questions? Contact [Tamara.Krauser@ttuhsc.edu](mailto:Tamara.Krauser@ttuhsc.edu)
- \_\_\_\_\_ **Privacy and Security Training (HIPAA)** Questions? Contact Compliance at 806-743-3949.
- \_\_\_\_\_ **Conflict of Interest and Commitment Training & Disclosure** Questions? Contact Compliance at 806-743-3949.
- \_\_\_\_\_ **Workplace Violence (Recommended for all Employees)** at: <http://www.depts.ttu.edu/tpd/shotsfired.php>
- \_\_\_\_\_ **Current Customer Service Training** Note: Should be scheduled within 30-days/completed within 90 Days. Register online at <http://www.ttuhsc.edu/hr/Wed> or call Workforce Education & Development at 806-743-3281
- \_\_\_\_\_ **Complete EMR/PRS Training Class: Contact EMR office located at the Pyramid Plaza; Lubbock, TX**

\_\_\_\_\_ **Job/Department Specific Training** (list): \_\_\_\_\_

**Other:**

\_\_\_\_\_ Ensure that employee has completed and turned in all required employment paperwork to CMHC Human Resources.

\_\_\_\_\_ Additional Notes: \_\_\_\_\_

**ACKNOWLEDGEMENT:** By signing below, I acknowledge that all items contained in this checklist have been completed unless otherwise noted.

Employee's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Once completed, make a copy of this checklist and forward it to:  
Ralph Rosiles, CMHC Workforce Education & Development,  
3223 S loop 289 Ste 210 Lubbock, TX 79423-1352**

*The original is to be placed in the employee's performance file maintained by the supervisor.*

If you have questions or comments, please contact CMHC Human Resources or Workforce Education Office.

**Toll Free Number 1-866-541-7731**

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