

Washington University School of Medicine New Employee/Postdoctoral Orientation Checklist  
Revised 4/1/09

**Please complete this form and submit prior to orientation**  
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Name \_\_\_\_\_ Work Location \_\_\_\_\_

Position Type: Clinical \_\_\_\_\_ Research \_\_\_\_\_ Clerical/Administrative \_\_\_\_\_ Facilities/Service \_\_\_\_\_

Job Title \_\_\_\_\_ Full SS#/Empl ID# \_\_\_\_\_

Work Phone # \_\_\_\_\_ Dept Name & Number \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone/Pager # \_\_\_\_\_

Start Date \_\_\_\_\_ Orientation Date: \_\_\_\_\_ (Please specify date of attendance)

Employment / Appointment Status: FT \_\_\_\_\_ PT (>20 hrs) \_\_\_\_\_ PT (<20 hrs) \_\_\_\_\_ NA \_\_\_\_\_

**Work Authorization / Eligibility Documentation:**

**All new employees are required to complete a Form I-9 and provide documents to verify their identity and eligibility to work within three (3) days of hire. New hires paid from Federal contracts, State of Missouri grants or State of Missouri contracts must have their employment eligibility verified through the E-Verify system.**

Is this position funded (in part or full) by a federal contract, state of Missouri grant or state of Missouri contract?  
\_\_\_\_\_ No \_\_\_\_\_ Yes – Electronic Verification must be completed within 3 days of hire. Contact your department Payroll Rep or WUSM Human Resources office as soon as possible.

**Confirm the HIPAA Training Level:** (Please check appropriate level)

\_\_\_\_\_ Workforce with PHI Contact \_\_\_\_\_ Awareness-Workforce with Limited PHI Contact \_\_\_\_\_ Billers and Coders  
\_\_\_\_\_ IS Staff, Business Unit HIPAA Trainers/Privacy Liaisons \_\_\_\_\_ Already Completed (Enter date: \_\_\_\_\_)

**EH&S Training Level:** (Please check appropriate level)

\_\_\_\_\_ Clinical \_\_\_\_\_ Research \_\_\_\_\_ Clerical/Administrative \_\_\_\_\_ Facilities/Service \_\_\_\_\_ Already Completed (Enter date: \_\_\_\_\_)

**Pre-employment Screenings:**

**Required for all employees working in patient care titles, Facilities Management and Comparative Medicine. Employees who have not completed a drug screen or a criminal background check at the time of orientation, will be asked to complete the screens before returning to the worksite the next day.**

Drug Testing Completed:

\_\_\_ Yes \_\_\_ No \_\_\_ N/A based on position

Date Completed: \_\_\_\_\_

Background Check Completed:

\_\_\_ Yes \_\_\_ No \_\_\_ N/A based on position

Date Completed: \_\_\_\_\_

**Parking for Orientation:** Employees/Postdocs that will be located on the Medical School Campus should park in their assigned location and take the shuttle or walk to 4480 Clayton Ave. If not physically located on the Medical School Campus, parking is available in the Clayton/Taylor Garage. Parking will be validated during the orientation session (please bring your ticket).

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**Identification Badges:** ID Badge Request Forms should be completed and taken to 660 S. Euclid to the security desk outside the Becker Medical Library. The new employee/postdoc's picture will be taken and a badge immediately generated. Normal Hours of Operation are Monday through Friday 11:00 a.m.-2:00 p.m. ID Badge pictures are not taken during the orientation session but may be obtained on the same day.

**HR Policy and Procedure Review:** Employees will be provided the WUSM HR web page, <http://medschoolhr.wustl.edu/>, and asked to review the on-line Employee Handbook. The following is a portion of the HR policies and procedures that are reviewed during the session:

Standards of Conduct and Code of Conduct      Equal Opportunity/Affirmative Action      Confidentiality  
Sexual Harassment/Discriminatory Harassment      Policy against Abusive Conduct      Drug and Alcohol Policy

**Postdocs** should review policies located on the DBBS Office of Post Graduate Affairs web site at <http://dbbs.wustl.edu/postdoc>

**Staff and Postdoctoral Benefits Review:** New benefit-eligible employees/Postdocs **must** enroll within the first thirty-one (31) days of employment eligibility. Each benefit-eligible employee and postdoc will receive the necessary enrollment forms and instruction during orientation.

**Compliance Training:** Participants will have the opportunity to start their on-line HIPAA and/or Environmental, Health and Safety Training during orientation. For HIPAA, a training user ID is necessary to complete the online training. If the training user ID has not been requested in advance of orientation, complete all other information on the form and the User ID will be obtained at orientation.

**Other:** Computers will be available for the orientation participants to complete the web based EH&S and HIPAA training at the end of the day. Priority for use of the computers will be given to employee/postdocs who are not located on the Medical School Campus. Employee/postdocs who are located on campus may be asked to return to their work location to complete the web training for EH&S and HIPAA.

**2009 Orientation Dates**  
**Revised April 1, 2009**

Orientation is presented the first Monday and third Tuesday of the month  
April – December 2009

2009	Monday	Tuesday
April	4/6	4/21
May	5/4	5/19
June	6/1	6/16
July	7/6	7/21
August	8/3	8/18
	9/7	
September	Holiday (No orientation)	9/8
	9/21	
September	(No orientation)	9/22
October	10/5	10/20
November	11/2	11/17
December	12/7	12/22

**Red font = Tuesday postdoctoral and employee sessions**