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**Incoming Resident/Fellow Onboarding Checklist Items**

The following are items to consider adding to your incoming resident/fellow onboarding checklist:

Graduate Medical Education Office Items:

 Contract

State/Institution Specific Items: (Please check with your local licensing and institutional requirements)

* Death certificate training
* Infection control certificate
* Child abuse certificate
* Educational Modules i.e. Pain Management
* Life Support certifications
* Licensure

Program Specific Items:

* Vacation choices
* Departmental Policies and Procedures
* Membership requirements
* Log in requirements
* Research
* Food Restrictions

Visa status

 Personal information

 Emergency Contact Information

 NPI

a. Application instructions

b. Location to enter the number

 Transcript

 Diploma

 Resident/Fellow CV

 EMR training modules

 Fatigue training

 HIPAA training

 Lab coat/Scrub size

**Communication is key with onboarding!**

Check with your GME office, programs, Human Resource and Employee Health departments to see what else is needed.

Not all items listed may be needed for every institution.

 Consent form

 House Staff Manual

Policy and procedure attestation

