NEW INNOVATIONS
EXCELLENCE IN MEDICAL EDUCATION

Onboarding Checklists Handbook

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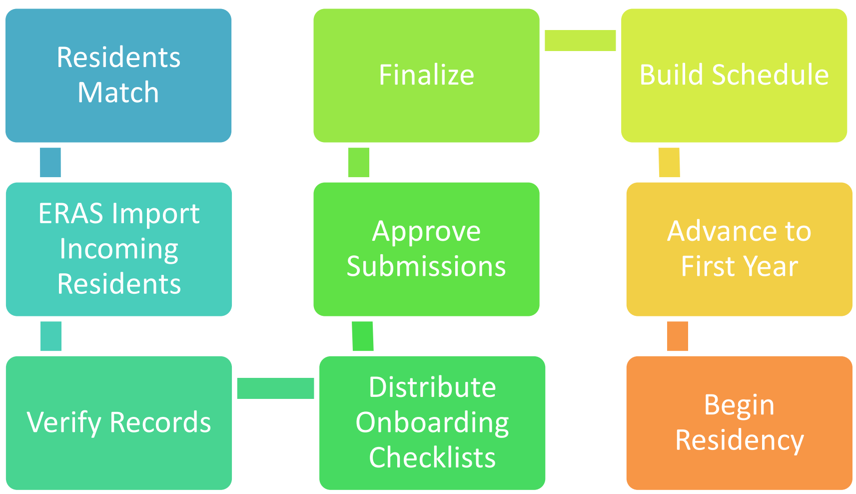
WHAT IS ONBOARDING?

Onboarding is the process of officially bringing new hires into an organization. It could include gathering required documentation, distributing orientation materials and requiring actions from new employees. We have created a feature to enhance this process for you. Our Onboarding application is specifically designed to automate the distribution and collection of documents and tasks that residents and fellows must complete before they begin their employment with your programs and institutions. Our Onboarding application lets you:

- Build an interactive to-do list to share forms and documents with recipients
- Share links to pertinent websites
- Customize to-do lists for recipients based on special circumstances
- Send automatic notifications and reminders via email
- Receive daily status updates on your applicants' completion progress
- Oversee the entire process



WHO CAN USE ONBOARDING?

You can take advantage of this feature whether you are a GME administrator or a Program administrator. Incoming Residents and Fellows can access and complete Onboarding Checklists. See Appendix A for details.

PREPARE TO ONBOARD

Before you begin building your Onboarding Checklist for new residents and fellows, you may want to make a list of things you distribute and collect from incoming residents and fellows as well as tasks you expect them to complete. For example:

- Benefits and Tax Forms
- Training materials and websites
- Orientation information

This worksheet can help you collect all pertinent details:

Prepare to Onboard				
1. How are resident and fellows records entered into Personnel?	☐	Eras Import	☐	Manually
2. Who adds resident and fellow records to the database?	☐	Program Coordinators	☐	GME Administrator
3. Who can distribute this checklist	☐	Program Coordinators	☐	GME Administrator

Step	Document Request	Provide Blank Form?	Website	Task	Who Marks this Complete?	Are there Special Conditions?
ECFMG Certificate	☑	☐	☐	☐	GME Admin	Required only if applicant has a visa
HIPAA Training	☐	☐	☑	☐	Applicant	
W-4 Form	☑	☑	☐	☐	HR Reviewer	
Tour Facility	☐	☐	☐	☑	Applicant	
Provide transcripts with a seal	☑	☐	☐	☐	Program Coordinator	
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
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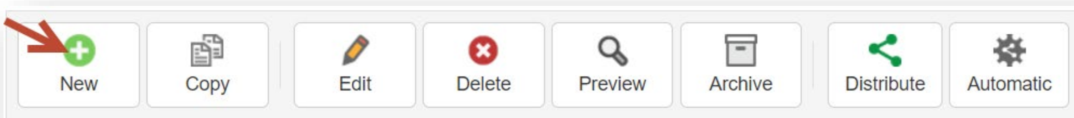
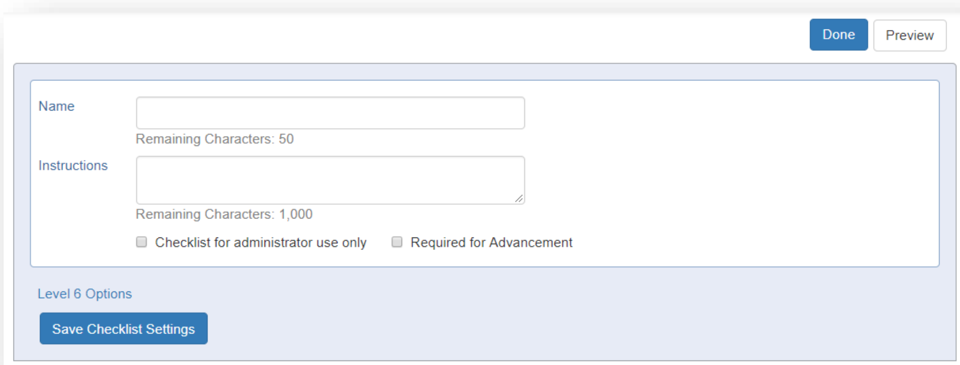
SETUP ONBOARDING CHECKLISTS

Onboarding Checklists are interactive to-do lists that can contain steps as simple as confirming a task is complete or uploading a document. You can add links that the recipient can click for more information. You can also set requirements for who should be assigned to complete steps. For example, limit an ECFMG step to only people who are graduates of foreign medical schools.

1. Go to *Personnel > Checklists > Onboarding*
2. Click the **Checklists** link
3. Click **New**



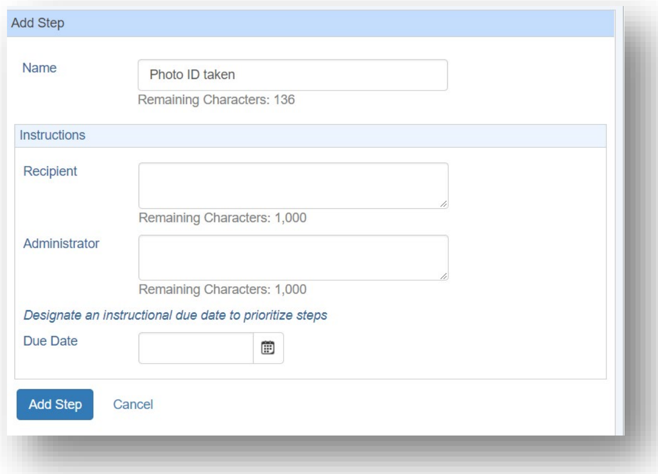
4. Enter a name for the checklist
5. Enter instructions for the recipient on how to complete the form
6. *Optional*
   a. 'Checklist for administrator use only' – Check this box if the entire checklist will be used by an administrator for internal use only. The checklist would not be distributed to residents. You might use it to keep track of things you do for orientation.
   b. 'Required for Advancement' – Check this box if the checklist must be completed by the Onboarding date in order to advance the recipient's status type. If the checklist is not completed by the Onboarding date, the resident's status type will NOT advance in Basic Information, which is tied to Payroll. However, resident information WILL advance in training records, block schedules & conferences allowing coordinators to prepare future records.
7. *Option for Level 6 users. Check the box to allow Level 5 Admins to:*
   a. Complete steps
      i. Complete steps that have additional reviewers
   b. Modify step requirements
   c. Delete this checklist
8. Click **Save Checklist Settings**



ADD NEW STEPS

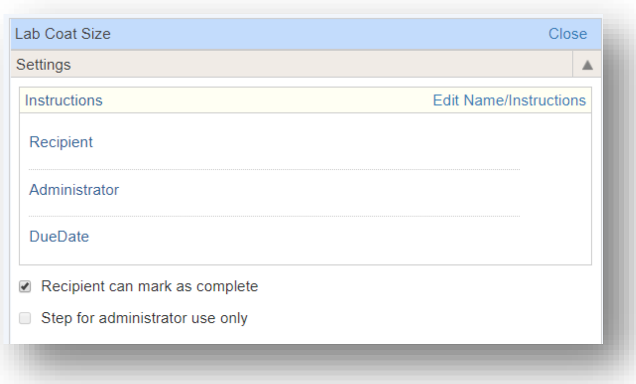
Steps are the specific tasks that you would like new trainees to complete. There are many different kinds of steps that can be added.

1. Click **Add Step**
2. Add a step name
3. Instructions (Optional):
    a. For the recipient
    b. For administrators only
4. Designate Due Date. The purpose of the due date is to give the recipient an idea of when the step should be completed.
5. Click **Add Step**



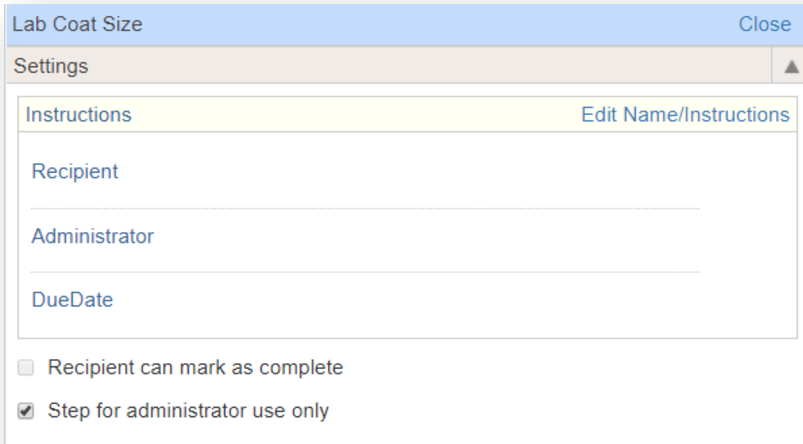
RECIPIENT CAN MARK AS COMPLETE

Check the box to allow the ‘recipient can mark as complete.’ (Optional)



ADMINISTRATOR ONLY STEP

Check the box if this step will be for administrators only. The resident would never see this step. (Optional)



TYPES OF STEPS

HYPERLINK: ADD A WEB ADDRESS TO A STEP

This step allows you to provide a website address to your trainees. Ex: View a safety video.

1. Click **Hyperlink**
2. Enter a name for the link. This will be the text that is linked to the website the recipient is to view
3. Enter the URL (web address)
4. Click **Save Link**

INFORMATION EXCHANGE

Use this feature to exchange documents with your residents. There are six types of Information Exchange steps.

1. PROVIDE A FILE

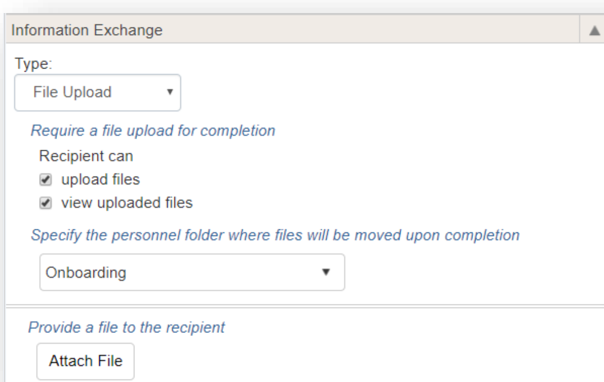
Provide documents for your residents to read.

1. Click **Information Exchange**
2. Select **Provide a File**
3. Click **Attach File**
4. Select your document and click **Open**

2. FILE UPLOAD

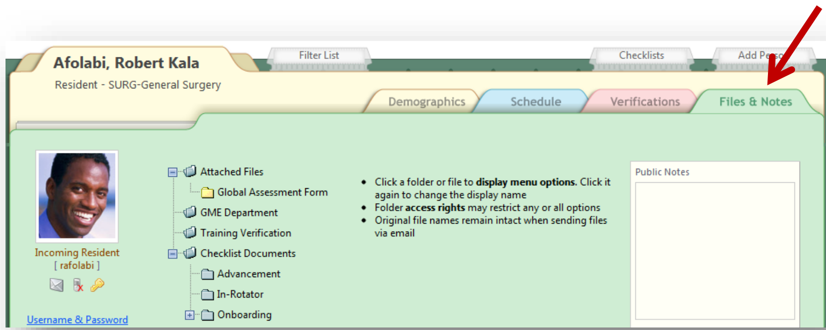
Provide documents for your residents to read, request them to upload documents, and specify what folder the document should be saved. They can upload a max of 5 documents. Limit 12 MB each.

1. Click **Information Exchange**
2. For Type, select **File Upload**
3. Select options: Recipient can
    a. Upload files
    b. View uploaded files
4. Optionally, specify a folder in Files & Notes where document will be moved upon step completion.
5. Click **Attach File** if you have a document you want to provide to them



If you would like to have final approval before the step can be marked 'Complete,' you can uncheck the box to allow recipients to mark the step complete. When the recipient uploads the file or completes a form, the status of the step will be considered 'Pending' until you review and approve it.

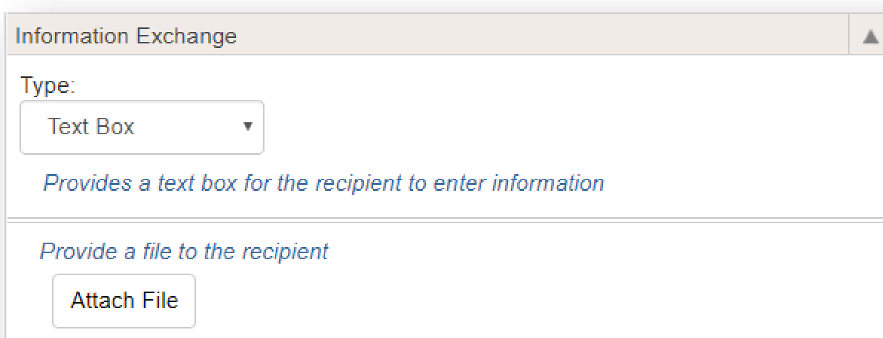
Once the step is marked 'Complete' or 'Approved,' the document will be stored in the folder you have selected in the setup. If no specific folder is designated, the document will be stored in the resident's Files & Notes in a folder under 'Checklist Documents.' From there you can move the document to the appropriate area in Personnel.



3. TEXT BOX

Offer a text box for recipients to complete (limit of 25 characters).

1. Click **Information Exchange**
2. For Type, select **Text Box**
3. Click **Attach File** if you want to provide a document



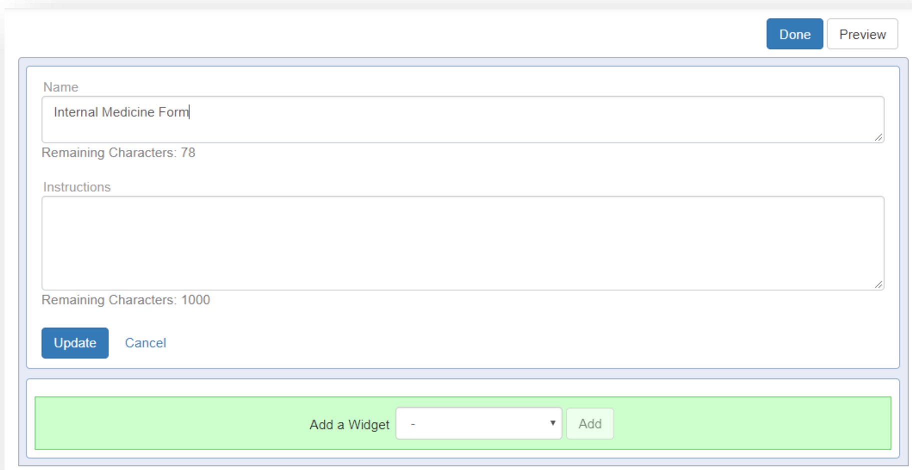
4. FORM

You can provide a Form that contains fields from Personnel, such as address, phone number and emergency contacts. Recipients complete the Form and submit their entries to you for approval. Recipients cannot mark steps with Forms as 'Complete.' Information submitted through a Form will require administrator approval because the data will be directly added to recipients' Personnel records.

Before you can create a step with a Form, you must first create the Form.

Create a Form

1. Go to *Personnel > Checklists > Onboarding*
2. Click **Forms**
3. Click **New**
4. Enter a name for the form
5. Add instructions for the recipient
6. Click **Update**
7. Select a field from the **Add a Widget** dropdown list
8. Click **Add**
9. Use the gear icon in the widget to add instructions or customize the widget. Click **Update** when finished
10. Continue to add Widgets to your Form. Widget panels can be moved in a different order by using the drag-and-drop functionality.
11. Click **Preview** to see how the Form will appear to the resident
12. Click **Done** at the top right when the Form is completed. The Form is automatically saved as you create it.
13. Click **Onboarding** to return to the checklist page



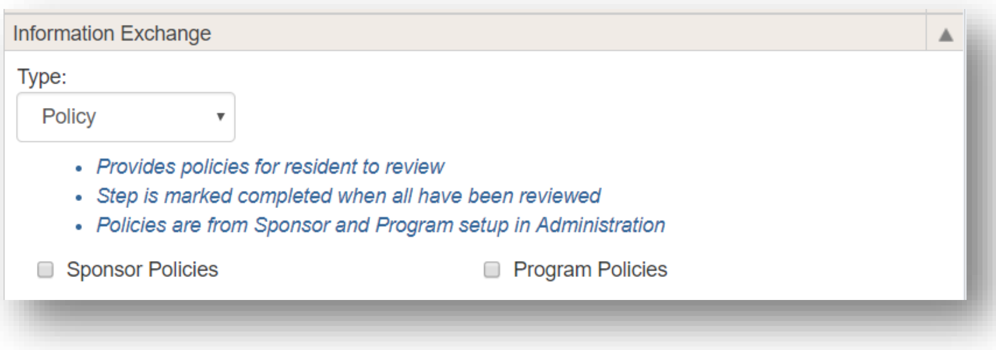
Add Form to Checklist

1. Click **Information Exchange**
2. For Type, select **Form**
3. Select a form from the dropdown list

5. POLICY

For the NAS, residents can confirm that they have received and read both Sponsor and Program Policies. Policies can be uploaded into the Administration module of the software before or after this step is added to a checklist.

1. Click **Information Exchange**
2. For Type, select **Policy**
3. Check **Sponsor Policies** if you want the Sponsor Policies distributed to the resident
4. Check **Program Policies** if you want the Program Policies distributed to the resident



Notes:

- To upload Sponsor Policies, go to *Administration > Sponsor > Policies > Add Policy*
- To upload Program Policies, go to *Administration > Program > Policies > Add Policy*
- When the policies have been confirmed by the resident, results will appear on the CLER Visit screen in Administration

6. CONTRACT

Distribute Contracts to your residents and fellows by using our Future Contracts feature. The following items need to be configured in the Future Contracts area of the software before Contracts can be distributed in checklists:

- Configure Compensation Status, Compensation Types, Compensation Defaults, etc.
- Create Contract types
- Create mail merge document in Word using our data fields
- Create Contract Template

- Create Future Contract milestones (optional)
- Create Future Contracts

Please see the Quick Start Guides in *Help > Knowledge Base > Personnel > Future Contracts* to configure these settings.

Once these items have been configured, Contracts will appear in the Information Exchange dropdown list.

1. Click **Information Exchange**
2. For Type, select **Contract**
3. Select the **Contract Type**
4. Select the **Contract Template**

Note: Checklists with contract steps are automatically put on hold when distributed. This gives you the opportunity to review the content of the contract. Because the checklist is on hold, we suggest creating a separate checklist with just the contract step.

ADDITIONAL REVIEWERS

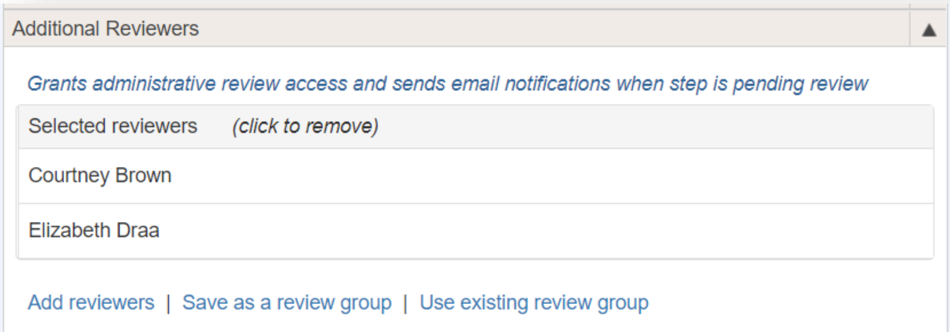
If there are people who need to monitor a few checklist items, you can select them as Additional Reviewers for specific steps. For example, maybe your Human Resource administrators are responsible for collecting updated benefit forms. You can create steps for them to receive, review and complete, as long as they have at least Level 1 privileges in Personnel Data.

1. Click **Additional Reviewers**
2. Click either of the following:
    a. **Add Reviewers** – Select a department and person
    b. **Use existing review group** – Select a group
3. Click **Done**

Create Review Groups

1. Click the **Additional Reviewers** section
2. Click **Add Reviewers** – Select a department and person. Click **Done**
    a. Click **Save as a review group**
    b. Name the group

c. **Save**

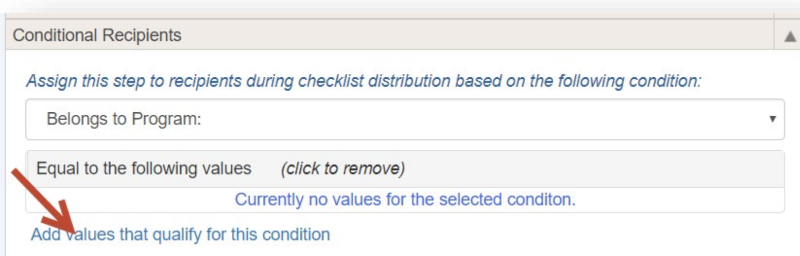


CONDITIONAL RECIPIENTS

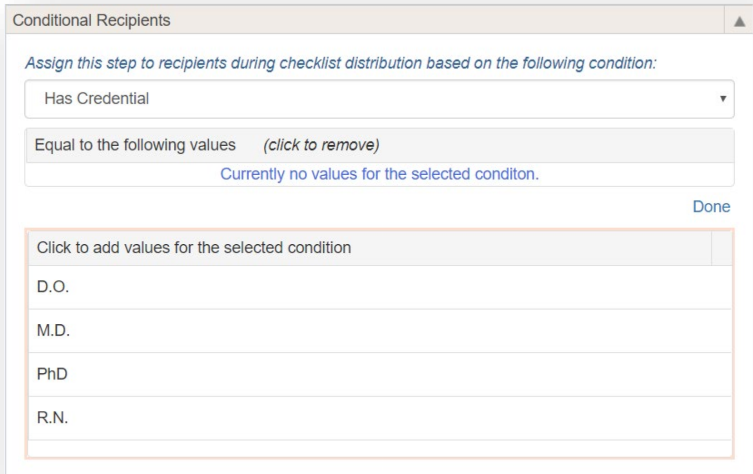
Conditional Recipients settings are optional and they allow you to assign steps to a subgroup of incoming residents and fellows who meet one of the following criteria:

- Attended Medical School
- Belongs to a certain Program:
- Does not belong to Program:
- Employer is:
- Gender is:
- Has a test score type
- Has Credential
- Has PGY level of:
- Has Visa
- Has Visa Type of:
- International Medical School Graduate
- PaySource is
- Training Program is Accredited

1. Click **Conditional Recipients**
2. Select the condition for distributing this step
3. Click **Add values that qualify for this condition**



4. Click all relevant values to add them to this condition
5. Click **Done**. This step will only be available to residents who meet this criteria.



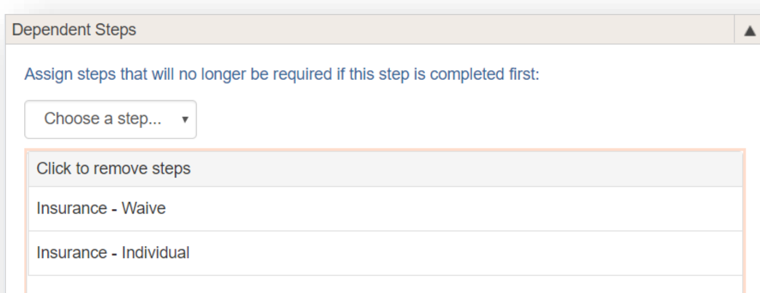
DEPENDENT STEPS

Use this option to cancel other steps if the step specified here is completed. For example, you might have steps for insurance benefits that allow the recipient to confirm one option: Family Coverage, Single Coverage or Waive Coverage. When the recipient chooses one step, the other steps indicated in this option will be disabled.

1. Click on a specific step
2. Click **Dependent Steps**
3. Choose the steps that will no longer be required if the current step is completed
4. Click **Add**

The steps that you added will be disabled once the current step is chosen.

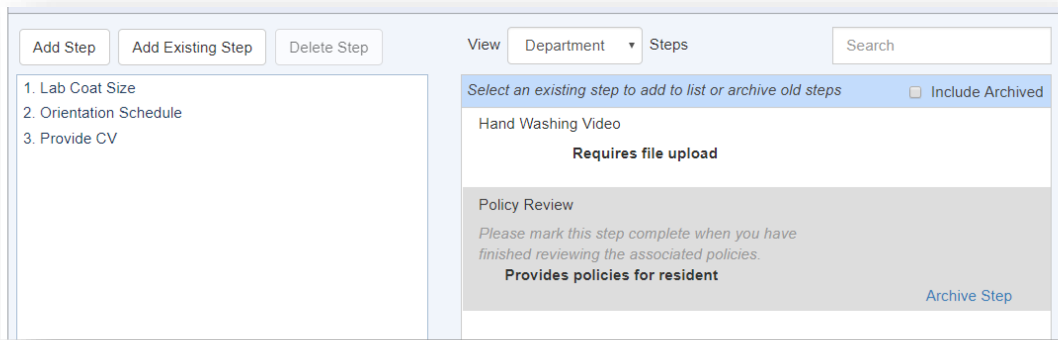
In the example given above for insurance benefits, the Conditional Recipients settings would need to be configured on all three steps: Family, Single and Waive Coverage. In the example below, if the recipient selects Family Coverage, the steps indicated in the Assign box will be inactivated.



ADD EXISTING STEPS

Steps that have been used on previous checklists can be used again. Also, steps created by other departments can be used on your checklist. However, there is a limit as to what can be changed on these steps. Sometimes it's best to make a copy of the step and make changes to the new step, leaving the former step intact.

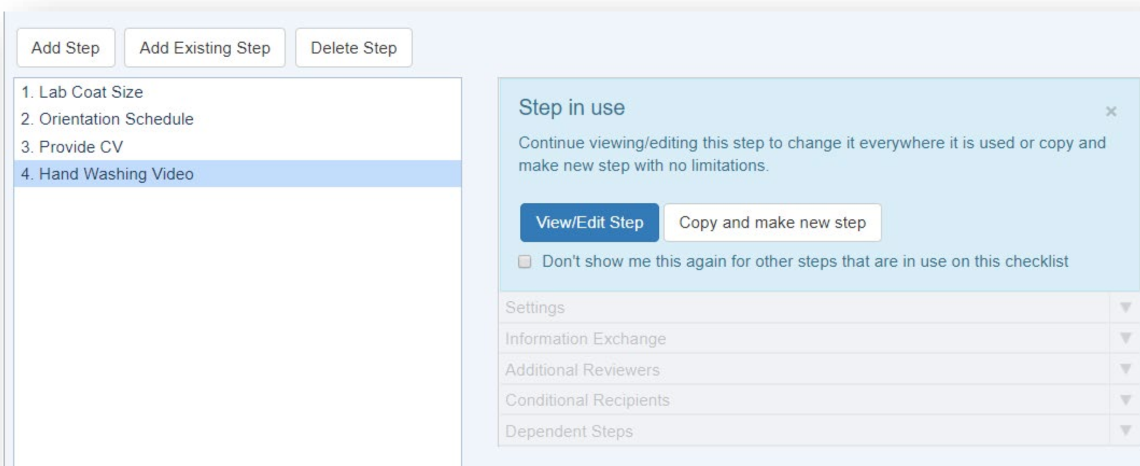
1. Click **Add Existing Step**
2. Select one of your existing steps from the list on the right. Click *Department > All* to view a list of steps from all departments.



3a. Options when selecting one of your own existing steps:

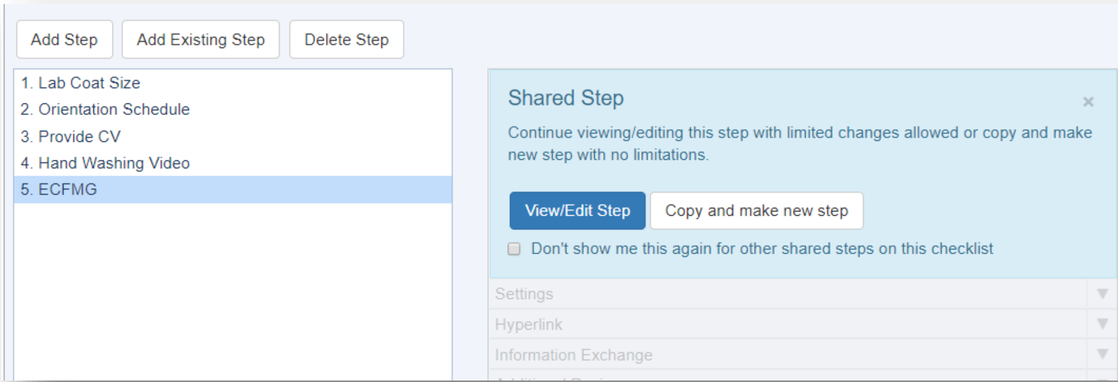
a. Click **View/Edit Step** to make permanent changes to this step everywhere it is used, even to checklists in the past

b. Click **Copy and make new step** to keep the existing step intact and make a new step with changes

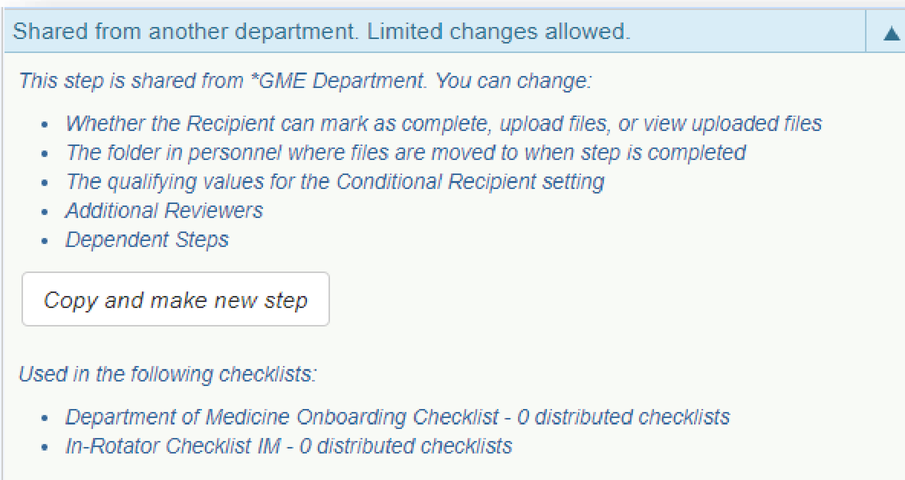


3b. Options when selecting an existing step from another department called a 'Shared Step:'

a. Click **View/Edit Step** to make limited changes to this step
b. Click **Copy and make new step** to keep the existing step intact and make a new step with unlimited changes



Note: Once you click on the **View/Edit Step** button on a Shared Step from another department, click the arrow (under 'Close') to view the 'allowed' changes.



DISTRIBUTE NOTIFICATIONS

Once your checklist is complete and ready to send to incoming residents and fellows, you can set up notifications. You can configure email notifications to go to recipients when their checklists are available, when their checklists are complete, and when and if they become overdue. You can also set up administrative emails that detail how recipients are progressing with their Onboarding tasks. Notifications are sent in the daily consolidated email. There are five types of email notifications:

- Initial: Sent to recipients the day after a checklist is distributed to them
- Reminder: Sent to recipients with incomplete steps remaining on their checklist
- Complete: Sent to recipients the day after all checklist steps are completed
- Administrative: Sent to the people whose names are designated in the Program Personnel section in Administration for the following roles:
    - Program Coordinator
    - Program Director
    - Associate PD
    - Program Chair
- Pending: Sent to designated administrators and additional reviewers when steps are pending review. Click a link to go to the Steps section of the Checklist.

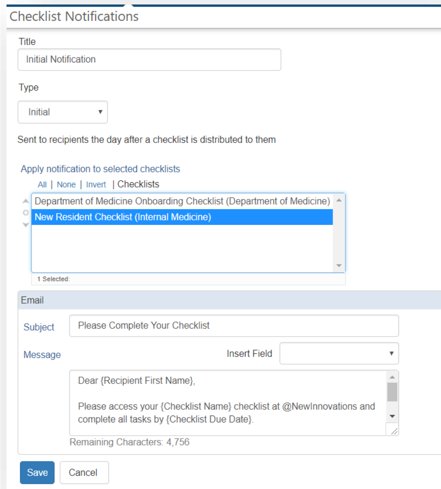
Notifications are set up once and then may be used for different types of checklists.

SET UP

1. Go to *Personnel > Checklists > Onboarding*
2. Click **Notifications**
3. Click **Add Notification**
4. Enter a name for the notification

Initial Email

5. Select the type of notification: **Initial**
6. Select all checklists this email applies to. The list contains checklists from departments where you have privileges in Personnel.



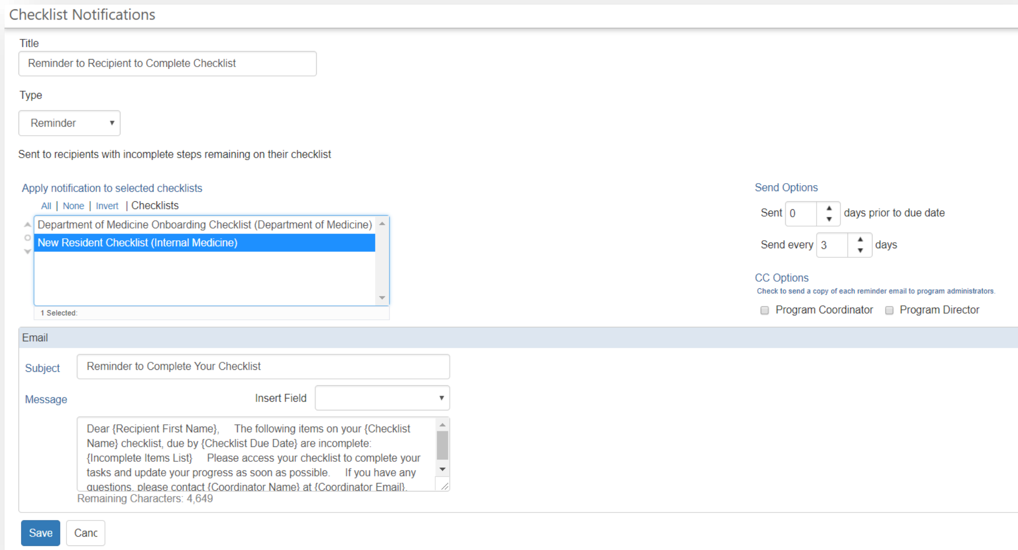
7. A default 'Subject' is supplied. Change, if necessary
8. A default 'Message' is supplied, Change, if necessary
9. You can insert fields into the body of the message using the tokens from the dropdown list on the right to personalize your emails, including:
    - Recipient Name, First Name or Last Name
    - Program Name
    - Program Start Date
    - Coordinator Name
    - Coordinator Email
    - Checklist Name
    - Checklist Due Date
    - Institution Login
10. Click **Save**

Reminder Email

Follow steps 1 – 4 from above

5. Select the type of notification: **Reminder**
6. Select all checklists that this email applies to. The list contains checklists from departments where you have privileges in Personnel.
7. Send options:
    a. Send a reminder X number of days prior to the due date
    b. Send the reminder at regular intervals
8. CC Options:
    a. Program Coordinator
    b. Program Director
9. A default Subject is provided. Change, if necessary
10. A default Message is provided. Change, if necessary.
11. Incomplete steps are provided for the recipient

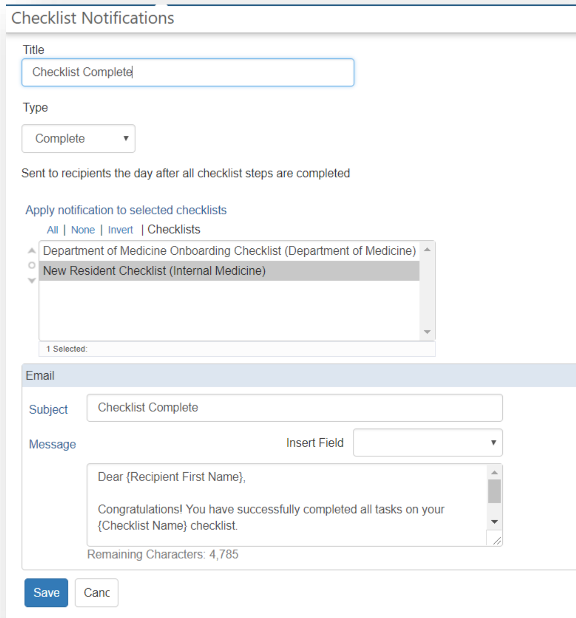
12. You can insert fields into the body of the message using the tokens from the dropdown list on the right to personalize your email
13. Click **Save**



Complete Email

Follow steps 1 – 4 for Set Up

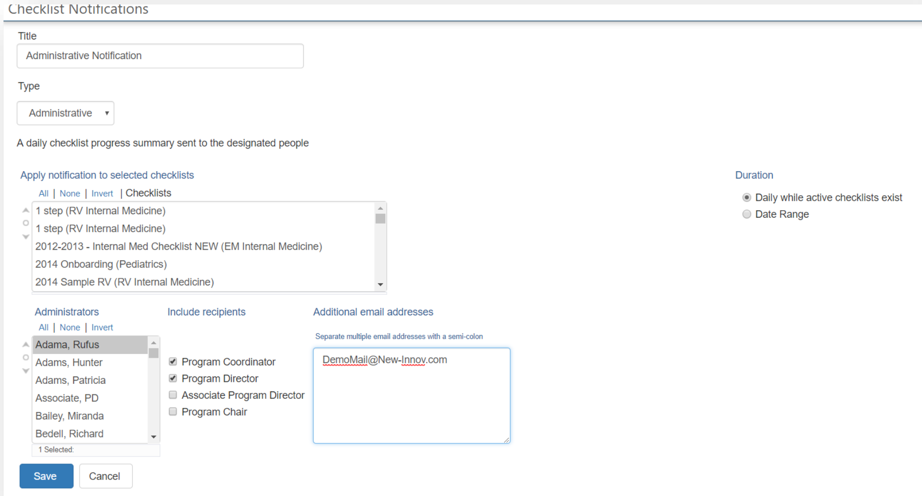
5. Select the type of notification: **Complete**
6. Select all checklists that this email applies to. The list contains checklists from departments where you have privileges in Personnel.
7. Enter the body of the message
8. You can insert fields into the body of the message using the tokens from the dropdown list on the right to personalize your emails
9. Click **Save**



Administrative Email

Follow steps 1 – 4 for Set Up

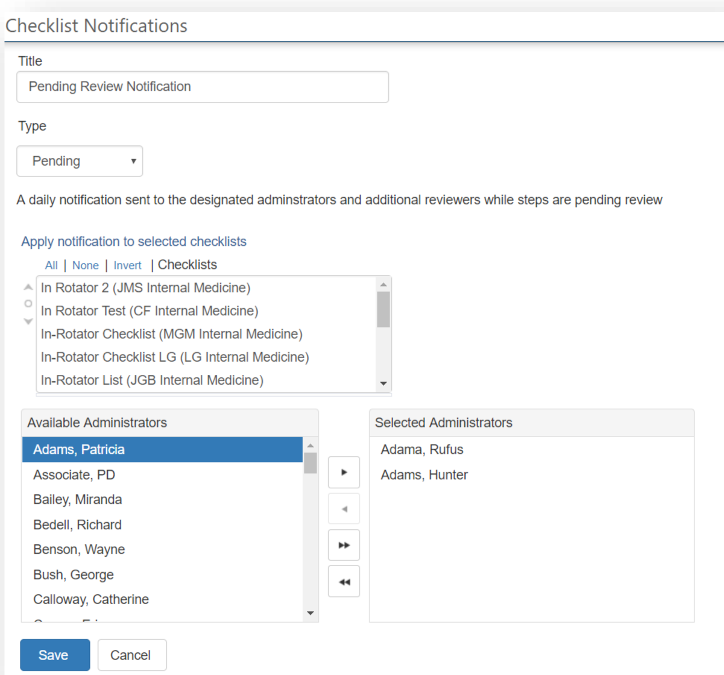
5. Select the type of notification: **Administrative**
6. Select all checklists that this email applies to. The list contains checklists from departments where you have privileges in Personnel.
7. Duration
   a. Daily summaries are sent when there are active (not archived) checklists for people in your department
   b. Daily summaries are sent during a certain date range
      i. When this radio button is selected, enter the start and end date of the duration
8. Select email recipients
   a. Administrators
   b. Include recipients: Program Coordinator, Program Director, Associate Program Director, and/or Program Chair. These people are dynamically identified in Program Demographics (*Main > Administration > Global Setup > Programs*)
   c. Additional email addresses: Send emails to people who are not one of the above
9. Click **Save**



Pending

Follow steps 1 – 4 for Set Up

5. Select the type of notification: **Pending**
6. Select the checklist
7. Select Administrators by moving their names to the 'Selected Administrators' box on the right.
8. Click **Save**
9. The notification contains links to pending items for your review.



DISTRIBUTE CHECKLISTS

Once your Onboarding Checklist is complete and you've configured your emails, you're ready to distribute your checklists to incoming residents and fellows.

CHECKLIST DISTRIBUTION – AUTOMATIC OR MANUAL?

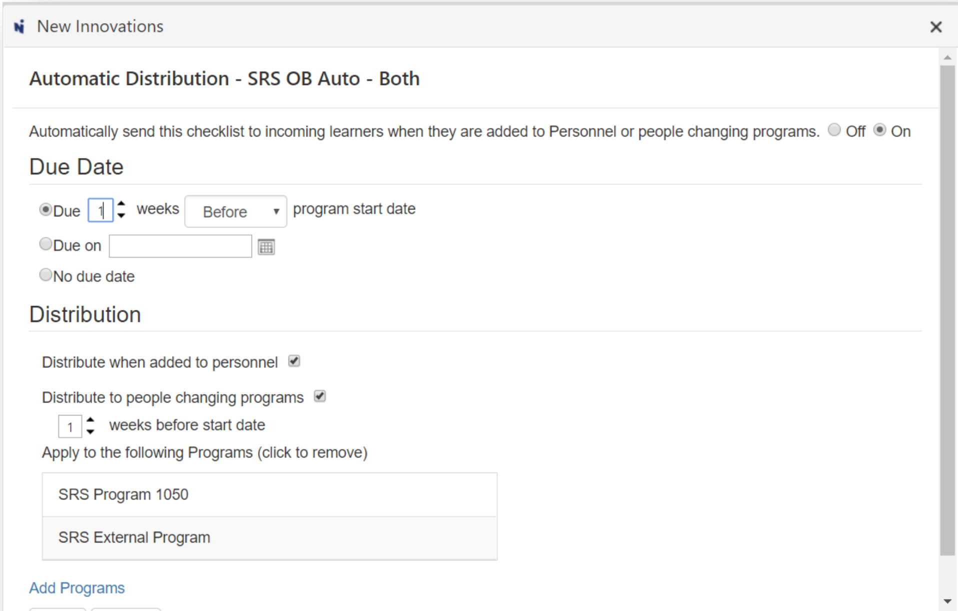
You can choose to send your checklists out automatically after you add new incoming resident and fellow records to the database or you can distribute them at a later date.

You can choose to send your checklists automatically or manually.

- Automatic – Use this method if you are building your checklists **prior to** adding your Incoming Residents and Fellows. When you add a new person, the checklist will **automatically** be assigned to them.
- Manual – Use this method if you are building your checklist **after** adding your incoming Residents and Fellows to Personnel

AUTOMATIC DISTRIBUTION

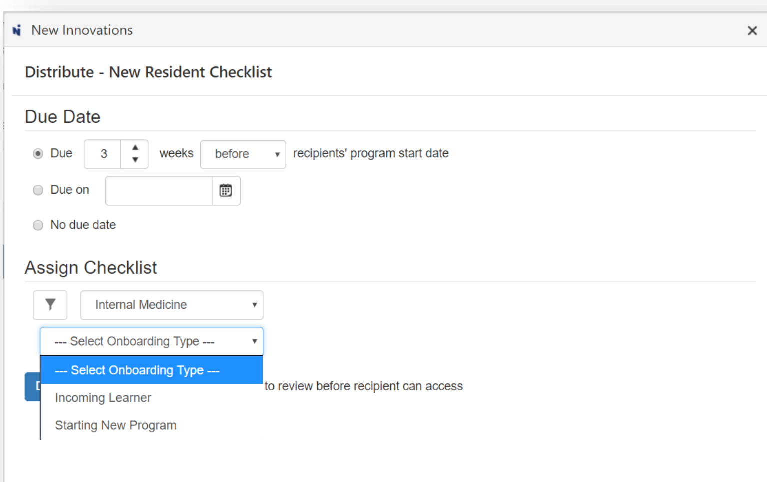
1. Go to *Personnel* > *Checklists* > *Onboarding*
2. Click **Checklists**
3. Select a checklist
4. Click **Automatic**
5. Select the **On** radio button to have the checklist available to the recipient when his or her name is entered in the database or when the recipient is changing programs. If you want to stop the automatic distribution for any reason, come back to this page and select **Off**
6. Due Date: Set the due date for when the checklist is to be completed
    a. Due a selected number of weeks before or after program start date
    b. Due on a specified date
    c. No Due date
7. Distribution:
    a. Check to distribute when a person is added to Personnel
    b. Or check to when a person is changing program
    c. Select how many weeks before the start date to distribute the checklist
    d. Click **Add Programs**
    e. Highlight each program whose residents should automatically receive this checklist
    f. Click **Done** to add the program to the list
8. Option: Check the box to place the checklists 'On Hold' for your review before it's released to the resident
9. Click **Save**



When the incoming residents and fellow records are added to the software, they will automatically have a checklist assigned to them and will receive an email notification the next day (if an initial email is configured).

MANUAL CHECKLIST DISTRIBUTION

1. Highlight the checklist
2. Click **Distribute**



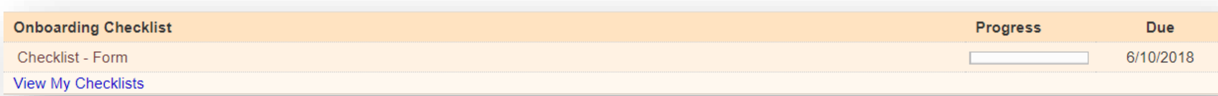
3. Set the due date preferences for this checklist
    a. Due a selected number of weeks before or after the program start date

b. Due on a specified date
c. No Due date
4. Assign Checklist
   a. Select the Program where the checklist will be distributed
   b. Select the type of Onboarding type the checklist should go to:
      i. Incoming Learner - Applies to people whose Personnel file is new to the database, such as 1st year residents
      ii. Starting New Program - Applies to people whose record is in the database and they are moving from one program to another. Example: IM resident starting a Cardiology Fellowship
5. Option: Check the box to place the checklists 'On Hold' for your review before it's released to the resident. Checklists with contract steps are automatically placed on hold after distribution.
6. Click **Distribute**

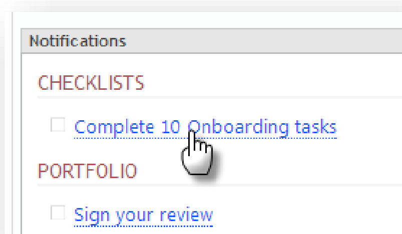
If you have configured an initial email, it will be sent to recipients the next day. If the checklist is on hold, then the email will go the day after you release the checklist.

WHAT DO INCOMING RESIDENTS AND FELLOWS SEE?

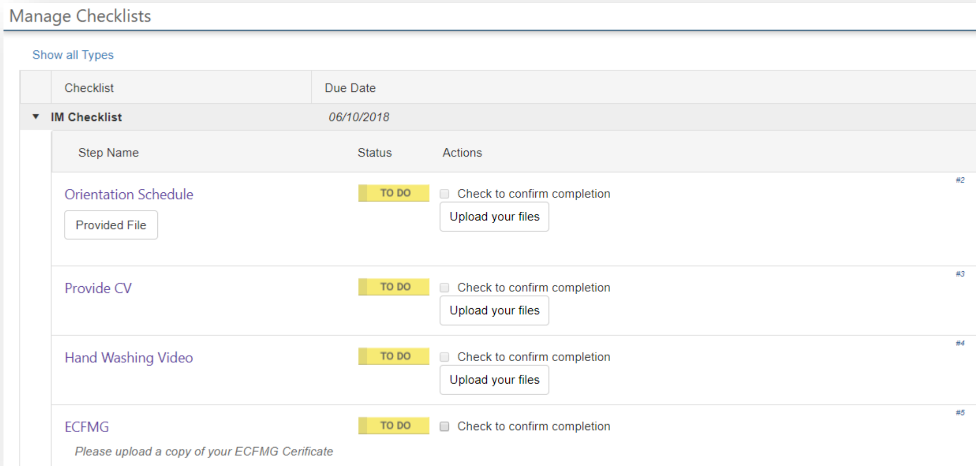
When your incoming residents and fellows log in to New Innovations to complete their checklists, they will see this banner at the top of their Home page. They would click **View My Checklists** to access their checklists.



Also, in the Notifications section, they can click on the available checklist link:



From here, they can mark steps complete, access blank forms, upload files and go to specific websites.



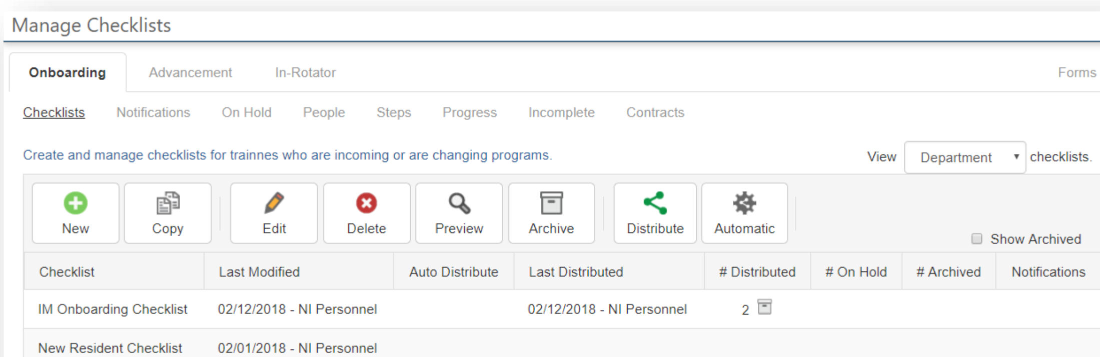
MANAGE CHECKLISTS

Once you have distributed your checklists, you can get detailed information about progress by using the management pages in the Onboarding area. Go to *Personnel > Checklists > Onboarding* and click the appropriate tab.

CHECKLISTS TAB

There are a series of icons on the Checklist tab to help you manage your checklists.

1. Go to *Personnel > Onboarding > Checklists tab*



Copy - You have the ability to copy a checklist to your own program or to another department.

2. Select the checklist you want to copy
3. Click the **Copy** icon
4. Enter a name for the copied checklist. This cannot be the same name as the original.
5. Select the Department. Your own department will be selected by default.
6. Select the type of checklist: Onboarding, Advancement or In-Rotator
7. Click **Copy**

Edit

1. Select the checklist you want to edit
2. Click the **Edit** icon
3. Select a step
4. Make necessary additions or changes
5. Click **Done**

Delete

1. Select the checklist you want to delete. Note: You cannot delete a checklist in use.
2. Click the **Delete** icon
3. You will be prompted by the system to make sure you want to delete the checklist
4. Click **OK**

Preview - View your checklist to see how it will appear to your residents.

1. Select your checklist
2. Click **Preview**
3. Click '**X**' to close

Archive

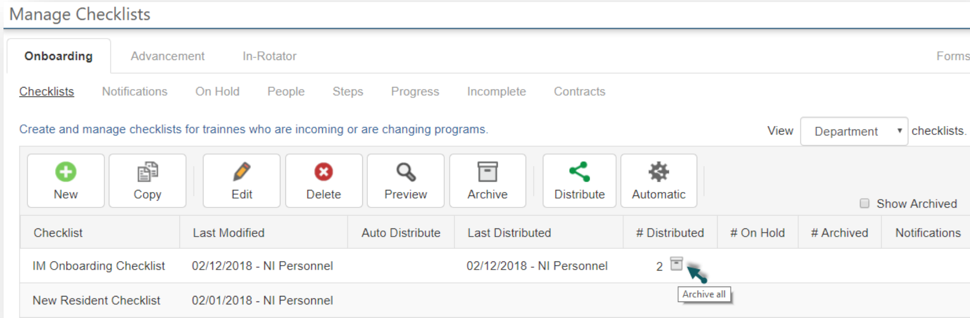
1. Click the **Checklists** tab
2. Select the checklist you want to archive
3. Click the **Archive** icon
4. The pop-up box will display the following question: 'Would you also like to archive all distributed checklists?' Select one of the following:
    a. Yes, archive them all
    b. No thanks
    c. Cancel

Notes:

- To view the archived checklist, check the box for **Show Archived**
- To unarchive a checklist, check the box for **Show Archived**, select the checklist and click the **Unarchive** icon

Archive multiple residents' checklists

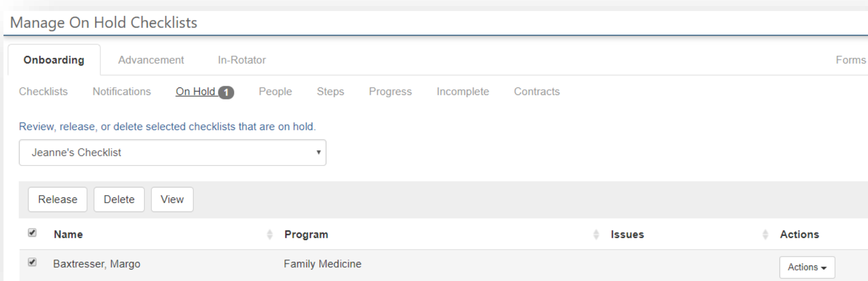
1. Click the file box beside the number in the '# Distributed' column
2. Click **OK**



ON HOLD TAB

Release Checklists that are 'On Hold' for review. If Initial emails have been configured, they will be sent to the residents the following day notifying them that they have a checklist to complete.

1. Go to *Personnel > Checklists > Onboarding*
2. Click **On Hold**. (The number shows how many checklists are 'On Hold')
3. Select the checklist from the dropdown list
4. Options:
    a. For an individual person, click **Actions**, then **View**, **Release** or **Delete**
    a. For multiple people, check the boxes, then click the **Release**, **Delete** or **View** button



PEOPLE TAB

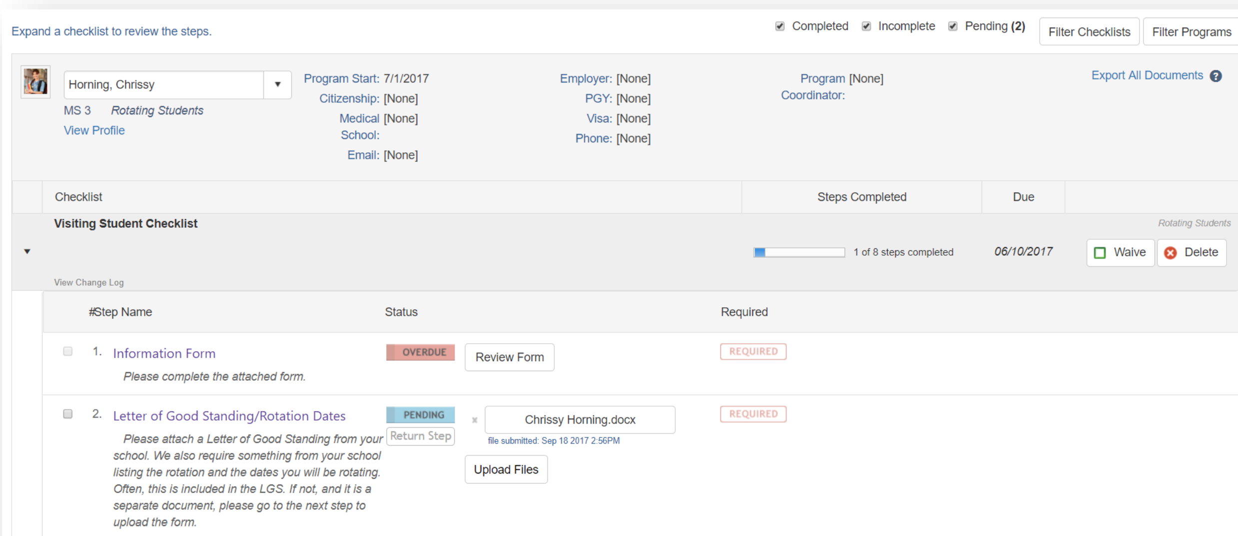
You can select individual residents and check their progress completing their pre-employment tasks.

On this page, you can:

- View overall progress
- Review submitted documents and forms
- Delete incorrect documents that have been submitted
- Mark steps complete
- Make a step required or not required
- Delete checklists for individuals
- Waive a checklist for a person to suspend work on it

Filters Available:

- Check the following boxes to view the steps in various stages of completion: **Completed**, **Incomplete** or **Pending**
- Click **Filter Checklist** to limit results by a certain checklist
- Click **Filter Programs** to limit who you see by program



Status Column:

- Pending: A document or form has been submitted for administrator review.
- To Do: The recipient has yet to complete this task
- Complete: The recipient or administrator has completed this task
- Overdue: The checklist due date has passed and the step is not complete

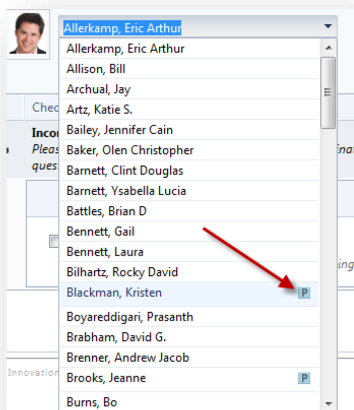
Actions:

- Waive a checklist: This option marks the checklist 'complete' and removes it from the recipient's queue.
- Delete: Deletes the checklist from the person's queue.
- Export all Documents**:** Export documents this person has uploaded into a .pdf file.

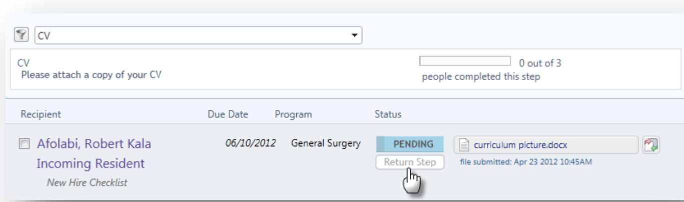
Manage 'Pending' Documents

If you have added steps to your checklist that require recipients to upload documents and you've not allowed recipients to mark the step 'Complete,' those steps will require your approval. These steps will be in 'Pending' status until they are approved. You will also need to approve all forms submitted, since recipients are not permitted to mark them complete. Access the Pending items by person or by step to review the documents and mark the steps complete.

1. Go to *Personnel > Checklists > Onboarding > People tab*
2. Select an individual with a pending icon next to their name



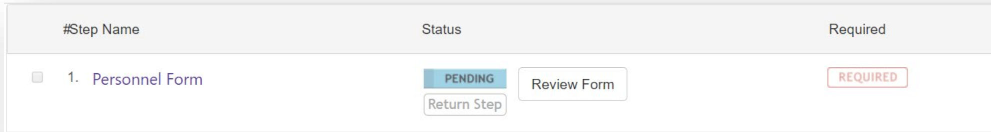
3. Click the file to open and review it.
    a. Check the box to approve it.
    b. If a resident has submitted the wrong document, click the 'X' in front of the document to delete it.
    c. Click **Return Step** to send it back to the recipient. Add a note in the text box provided to explain why it is being returned.



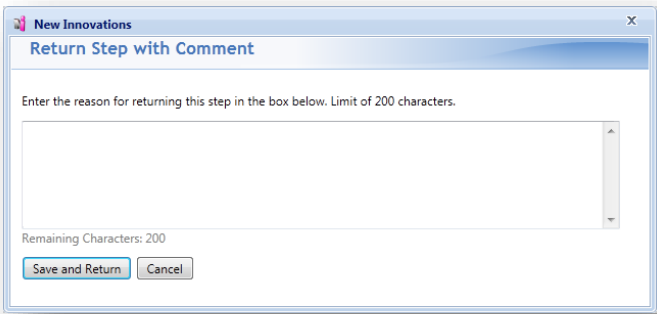
Approving Forms

1. Go to *Personnel > Checklists > Onboarding > People tab*

2. Select an individual with a Pending icon next to their name
3. Click **Review Form** to open and review it



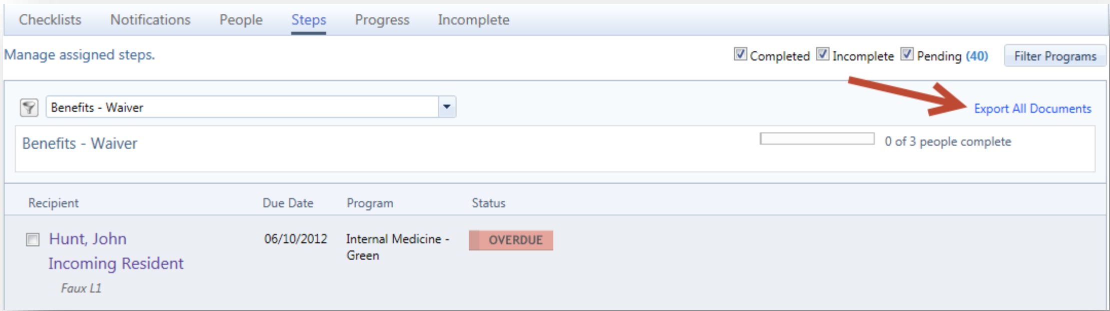
4. After reviewing the information:
    a. Click **Commit** to transfer this information from the Form to the recipient's Personnel record. The step will then be marked as 'Complete.'
    b. Click **Save and Close** to save your changes but not submit them just yet
    c. Click Cancel to return to the previous screen
5. Click **Return Step** to send the step back to the recipient. Enter a reason in the text box provided for returning it



Bulk Printing

On the People and Steps tabs, you are able to print multiple documents at one time. The documents are exported into PDF format which can then be printed. For example:

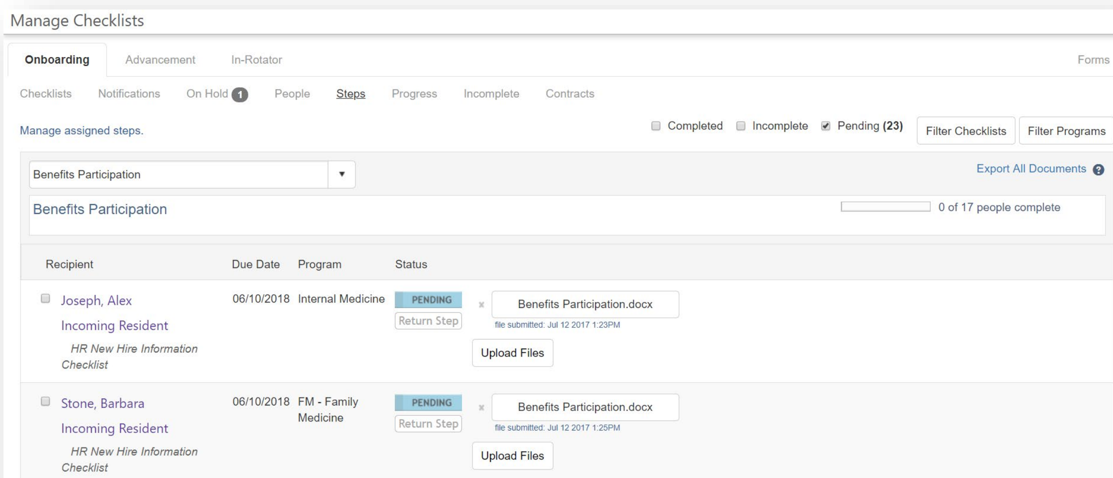
1. Go to *Personnel > Onboarding*
2. Click the **Steps** tab
3. Select a step
4. Click **Export All Documents**
5. Select one:
    a. Click **Open** to open the PDF document
    b. Click **Save** to save the PDF document to your computer
6. The PDF document can then be printed



STEPS TAB

You can review progress by an individual step on the Steps tab. You can narrow the list of steps you see to steps from certain checklists by clicking the filter icon to the left of the dropdown list.

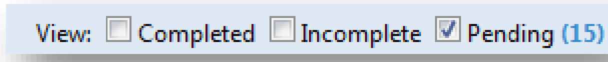
Click **Filter Programs** to limit what you see by program. Use the view checkboxes to see steps that are completed, incomplete, or pending administrative review. The number following 'Pending' indicates how many items are pending administrative review.



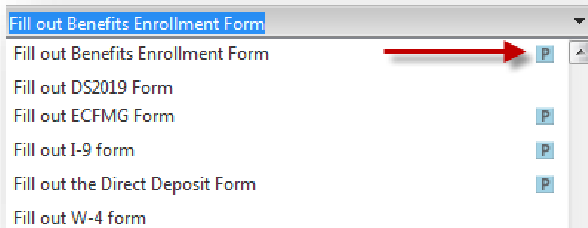
Manage 'Pending' Documents

If you have added steps to your checklist that require recipients to upload documents and you've not allowed recipients to mark the step 'Complete,' those steps will require your approval. These steps will be in 'Pending' status until they are approved. You will also need to approve all forms submitted, since recipients are not permitted to mark them complete. Access the Pending items by step to review the documents and mark the steps complete.

1. Go to *Personnel > Checklists > Onboarding > Steps tab*
2. Uncheck **Completed** and **Incomplete** so that only **Pending** steps will show up on the page



3. Select a step with a 'Pending' icon from the dropdown list.



4. A list of people who have submitted this step for approval will appear.
5. Click the file to open and review it.
    a. Check the box to approve it. The documents are then stored in the Files & Notes tab in the recipient's Personnel file
    b. If a resident has submitted the wrong document, click the 'X' in front of the document to delete it.
    c. Click **Return Step** to send it back to the recipient. Add a note in the text box provided to explain why it is being returned.
6. Click **Export All Documents** to print the documents

Approving Forms

1. Go to *Personnel > Checklists > Onboarding > Steps tab*
2. Select a Form step with a Pending icon
3. Click **Review Form** to open it and review the data
4. Options:
    - Click **Commit** to transfer this information from the form to the recipient's Personnel record. The step will be marked as 'Complete.'
    - Click **Save and Close** to save your changes but not submit the form
    - Click **Cancel** to return to the previous screen
5. Check the box to approve the submission or click **Return Step** to send it back to the recipient. Add a note to explain

Information committed to a person's Personnel file will overwrite existing data.

PROGRESS TAB

Use the Progress Tab to see a summary of how everyone is progressing on their checklists. Select the Checklist from the dropdown list to get a list of recipients and a count of how many steps have been completed.

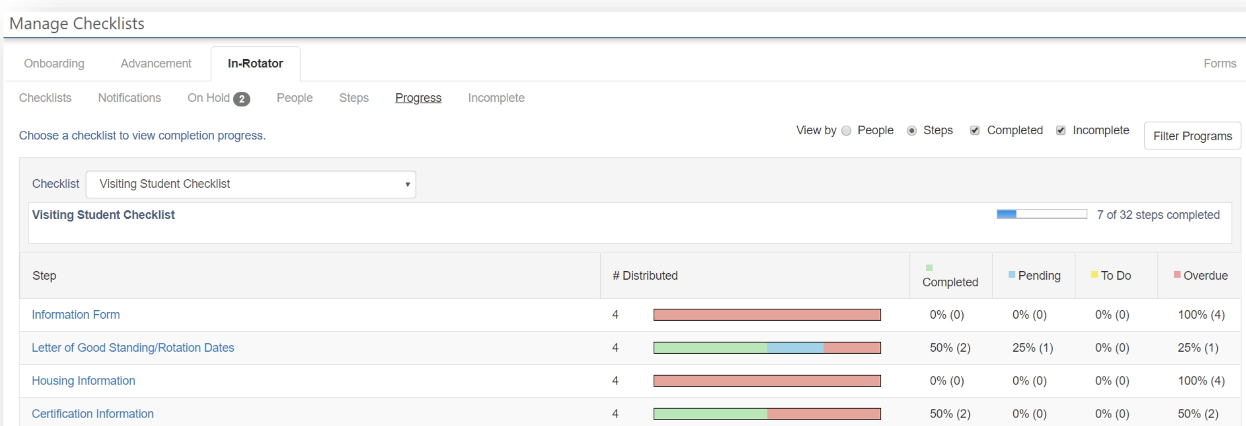
You can take the following actions on this page:

- View the overall summary of progress for each checklist you have distributed
    - Select **View by People** or **View by Step**
- Click a person's name to access his or her checklist
- Click and drag to select multiple rows
- Check the box and select one of the following actions:
    - Click **Delete** to get rid of selected checklists
    - Click **Archive** or **Unarchive** a checklist for a person
    - Click **Update Due Dates** to change the due dates for selected checklists
    - Click **Sync to Advance** to advance a person's status if they have not completed a checklist that requires completion to advance
    - Select a type of email to send to people with selected checklists:
        - Initial: Sends the initial email you have configured for this checklist
        - Reminder: Sends the reminder email you have configured for this checklist
        - Completion: Sends the completion notice that you have configured for this checklist
        - Custom: Opens an email from your email program so that you can create a custom message and send it

Notes:

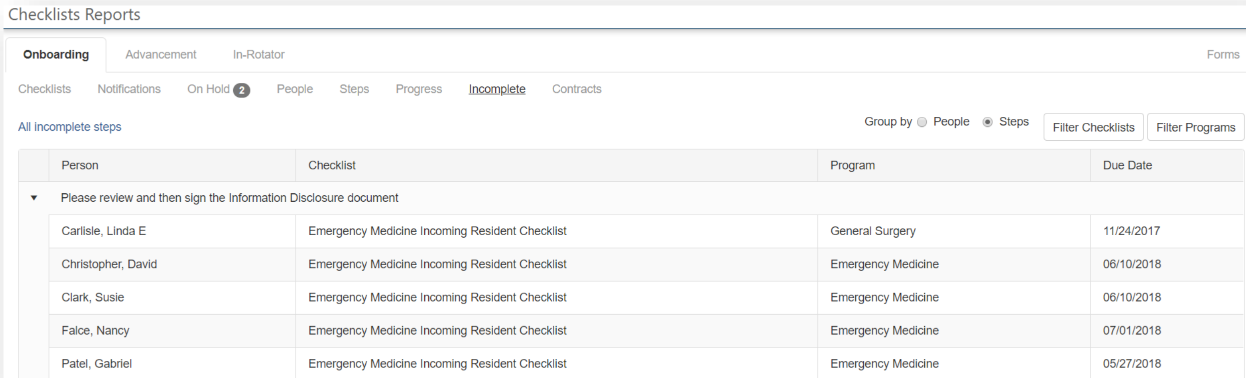
- To view the archived checklists, check the Archived box in the View filters.
- An entire checklist can be archived on the Checklist tab

View by Steps:



INCOMPLETE TAB

You can click the **Incomplete** tab to see a list of steps that have not been done by your recipients. This includes steps from all Onboarding checklist types. You can either group the list by person or by step:



	Person	Checklist	Program	Due Date
▾	Please review and then sign the Information Disclosure document			
	Carlisle, Linda E	Emergency Medicine Incoming Resident Checklist	General Surgery	11/24/2017
	Christopher, David	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	06/10/2018
	Clark, Susie	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	06/10/2018
	Falce, Nancy	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	07/01/2018
	Patel, Gabriel	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	05/27/2018

APPENDIX **A** – ACCESS TO CHECKLISTS

GME ADMINISTRATORS – LEVEL 6 ACCESS

Administrators who oversee other programs and have **Level 6** privileges in Personnel can:

- Create, edit, view any checklists in any department
- Supply blank documents for any incoming resident or fellow
- Create and attach forms to checklists
- View progress and steps for all checklist recipients in all programs
- Approve all submitted documents
- Approve data collected in forms and send it to recipients' Personnel records
- Mark any step complete

GME AND PROGRAM ADMINISTRATORS - LEVEL 5 ACCESS

Administrators who are responsible for specific programs should have **Level 5** privileges in Personnel so that they can:

- Create, edit, view any checklists created in departments they have access to
- Supply blank documents for recipients
- Create and attach Forms to checklists
- View progress and steps for all recipients in programs they have access to
- Approve documents submitted by recipients in their program
- Approve data collected in Forms and send it to recipients' Personnel records, provided they are not prevented from doing so by customized security
- Mark steps complete for people in programs they have access to

ADMINISTRATORS - LEVEL 4 ACCESS

People with **Level 4** access can view checklists assigned to people in their departments and monitor their progress.

ADDITIONAL REVIEWERS – LEVEL 1 ACCESS

Reviewers are people who are given very specific access to certain steps on a checklist. You can identify certain people who are responsible for specific steps. For example, your human resources administrators may collect benefits enrollment forms. You could create a review group for them and assign the step 'Submit benefits enrollment forms' to them. Then when they log into New Innovations and access checklists, they will only see the benefit enrollment form steps they are responsible for and no other steps.

Reviewers need to have **Level 1 access or higher** in Personnel so that they can:

- Review and approve specific materials submitted for steps they have access to

RESIDENTS AND FELLOWS

Residents must meet one of the following conditions to be able to receive on Onboarding Checklist:

- Incoming Resident and Incoming Fellow statuses
- Transferring from one Program to another Program (Ex: Internal Medicine to Cardiology)

Residents and Fellows do not need special privileges in Personnel to complete a checklist, but they do need privileges in at least one module to be able to access the software. You may want to consider giving them at least **Level 1** access so that they can view their own Personnel record.

Incoming Residents and Fellows can:

- View documents and websites
- Submit documents
- Complete Forms
- Mark steps as 'Complete'
- Sign Contracts