

NEW RESEARCHER CHECKLIST



Manager to complete all sections

Section 1 – Employee (New Starter) Details

Full Name		Position/Title	
Type of Position	<input type="checkbox"/> Existing <input type="checkbox"/> New	Proposed Start Date	
Classification	<input type="checkbox"/> Permanent Full Time	<input type="checkbox"/> Permanent Part-Time	<input type="checkbox"/> Casual
Generic Job Description	<input type="checkbox"/> Yes	<input type="checkbox"/> Requires Updating	<input type="checkbox"/> To be created
Primary Site			
Manager's Full Name		Position/Title	

Section 2 – Pre-Start Date Requirements

The following actions should be completed prior to the new employee starting date.

No.	Description	Required	Completed?
2.1	Request employee contract by completing Barwon Health's and ensure employment pack has been sent to employee	Yes / No / NA	<input type="checkbox"/>
2.2	Prepare job description, ready for sign off on Day 1	Yes / No / NA	<input type="checkbox"/>
2.3	Create training file	Yes / No / NA	<input type="checkbox"/>
2.4	Assess relevance of skills and experience to undertake the role they are to be appointed to; determine training requirements for position and review requirements are correct for the position	Yes / No / NA	<input type="checkbox"/>
2.5	Complete new IT account creation form	Yes / No / NA	<input type="checkbox"/>
2.6	Organise/assign desk and/or working space	Yes / No / NA	<input type="checkbox"/>
2.7	Organise for new phone extension and update phone list (if required)	Yes / No / NA	<input type="checkbox"/>
2.8	Assign mentor/buddy	Yes / No / NA	<input type="checkbox"/>
2.9	Book employee into next scheduled induction	Yes / No / NA	<input type="checkbox"/>
2.10	Prepare schedule for first week (e.g. meetings with different departments)	Yes / No / NA	<input type="checkbox"/>

Section 3 – First Day Requirements

No.	Description	Required	Completed?
3.1	Ensure new employee returns completed employment pack	Yes / No / NA	<input type="checkbox"/>
3.2	Introduce new employee to as many staff members as possible	Yes / No / NA	<input type="checkbox"/>
3.3	Provide a tour of the department/facility/site	Yes / No / NA	<input type="checkbox"/>
3.4	The notification process for advising of absence (sickness) has been explained	Yes / No / NA	<input type="checkbox"/>
3.5	Request an update employee CV including details of new position	Yes / No / NA	<input type="checkbox"/>
3.6	Develop training plan	Yes / No / NA	<input type="checkbox"/>
3.7	Mentor/buddy introduction	Yes / No / NA	<input type="checkbox"/>
3.8	Obtain security pass	Yes / No / NA	<input type="checkbox"/>
3.9	Notify when induction is to occur	Yes / No / NA	<input type="checkbox"/>
3.10	Sign off job description	Yes / No / NA	<input type="checkbox"/>
3.11	Sign off IT policy prior to obtaining IT network access	Yes / No / NA	<input type="checkbox"/>
3.12	Quick tour of intranet	Yes / No / NA	<input type="checkbox"/>
3.13	Complete facility orientation checklist for primary site	Yes / No / NA	<input type="checkbox"/>
3.14	If employee is to work at multiple sites, organise a facility orientation for other sites	Yes / No / NA	<input type="checkbox"/>

Section 4 – Access to Key Information

No.	Description	Required	Completed?
4.1	Ensure new employee has access to National Statement on Ethical Conduct in Human Research, 2007	Yes / No / NA	<input type="checkbox"/>
4.2	Ensure new employee has access to research protocol(s) and investigational brochure(s) relevant to their work	Yes / No / NA	<input type="checkbox"/>
4.3	Ensure new employee has access to Barwon Health policies and SOPs	Yes / No / NA	<input type="checkbox"/>
4.4	Ensure new employee has access to Australian Clinical Trial Handbook, TGA 2006	Yes / No / NA	<input type="checkbox"/>
4.5	Ensure new employee has access to Access to Unapproved Therapeutic Goods – Clinical Trials in Australia, TGA 2009	Yes / No / NA	<input type="checkbox"/>
4.6	Ensure new employee has access to Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95) annotated with TGA comments, TGA 2000	Yes / No / NA	<input type="checkbox"/>
4.7	Ensure new employee has access to Australian Code for the Responsible Conduct of Research, NHMRC 2007	Yes / No / NA	<input type="checkbox"/>
4.8	Ensure new employee has access to Privacy Act 1988	Yes / No / NA	<input type="checkbox"/>

Section 5 – Qualifications/Registration

No.	Description	Required	Completed?
5.1	Identification check (passport/driver's license/photo identification)	Yes / No / NA	<input type="checkbox"/>
5.2	Copies of qualifications (degrees, etc.) requested	Yes / No / NA	<input type="checkbox"/>
5.3	Medical Board Registration #	Yes / No / NA	<input type="checkbox"/>
5.4	Hospital Honorary Appointment requested	Yes / No / NA	<input type="checkbox"/>
5.5	Nursing Board Registration #	Yes / No / NA	<input type="checkbox"/>
5.6	Pharmacy Board Registration #	Yes / No / NA	<input type="checkbox"/>
5.7	Visa requirements met – Visa Type	Yes / No / NA	<input type="checkbox"/>

Comments:

Manager Signature:

Date:

→ *File completed form in employee's training file*