

# CHECKLIST FOR YOUR FIRST DAY ON THE JOB



ITEM	QUESTION TO ASK
<input type="checkbox"/> Point of Contact for the First Day	Whom should I ask for when I arrive?
<input type="checkbox"/> ID Badge	Has an ID badge already been requested and activated so I can access needed areas of the facility?
<input type="checkbox"/> EHR Access	Which EHR system will I be using at your facility? If I'm unfamiliar with it, do you provide training or a cheat sheet to help?
<input type="checkbox"/> Locker Locations	Have I been assigned a locker or other space to keep and store personal items?
<input type="checkbox"/> Dictation System Access	What dictation system does your facility use? Are there instructions available if I'm unfamiliar with it?
<input type="checkbox"/> Map of Facility	Do you have a map available with important areas highlighted, including clinical areas, break rooms and locations where meetings are held?
<input type="checkbox"/> Computer Desk/ Availability	Where is a computer station located where I can enter notes?
<input type="checkbox"/> Pagers/Keys	Will I be issued keys or a pager while working at the facility?
<input type="checkbox"/> Timesheets	Who will be approving my weekly timesheets?