

SPS New Hire Checklist

Employee Name: _____ Start Date: _____

To do before 1st day:

General Preparation

- Assign lab coat hook
- Assign locker
- Assign mailbox
- Delivery Express Quicksign card
- Digital employee folder
- Physical employee folder

Schedule Training

- Determine trainer, training schedule, and training outline. Submit TSI for trainer if appropriate.
- Email training schedule, training outline, regular schedule, and locker number to trainee, trainer, and shift leads.

Establish Accounts

- Kronos – via Kronos Intake form on LM Supervisor page. Requires EID.
- SPS Tools – via SPS Tools supervisor page. Requires UW Net ID & EID.
- StaffReady – Requires UW Net ID.
- Sunquest account – via Lab Med New Account form on LM Supervisor page. Requires AMC.

To do during 1st week:

Attend Orientations

- Attend benefits orientation (Monday)
- Attend UW Medicine orientation (Tuesday)
- Attend Lab Medicine orientation (Wednesday)

Review Policy Highlights

- 80-hour work periods, salary & exception pay schedule
- Attendance expectations
- Callback
- Extra Hours
- Holidays
- Internet usage policy
- Kronos & Kronos Exception form expectations
- Shift Trades
- SPS Tools use and assigned reading expectations
- Vacation bid and supplemental requests

Verify Account Access & Permissions

- Epic – requires completion of LMS EHR EpicCare training module.
- Hc1 – if permissions are not correct notify hc1help@uw.edu
- Kronos
- Media Lab
- SPS Tools – verify phone number with employee
- StaffReady
- Sunquest

Assignment Media Lab Sign Offs

- Administration – Departmental > Disaster Plans (all) – Assigned by Supervisor
- Administration – Departmental > Safety (all) – Assigned by Training & Orientation Specialist

Safety Training Activities

- Complete Lab Safety Tour – form on SPS Tools Training tab
- HPI donning/doffing

Complete MTS Training assigned by Training & Orientation Specialist

- UW MED LabMed Dept. Content > Eye Protection Training:
 - Eye Protection Training
- Lab Competency Assessment > Pre-Analytic:
 - Customer Service
 - Patient Safety
 - Safety
 - Specimen Processing
- Training Library > Safety
 - Biosafety
 - Biochemical Safety
 - Chemical Waste
 - Ergonomic Safety
 - Fire Safety
 - Formaldehyde Safety
 - HazCom Standard – GHS Update
- Patient Safety
 - Orientation to Patient Safety
- Specimen Transport
 - Specimen Transport
- Specimen Processing
 - Specimen Processing

Complete LMS Training assigned by Training & Orientation Specialist

- Code Silver Active Shooter
- Ebola Virus Disease (EVD) Overview for Clinical Staff
- EHR EpicCare – Lab Staff
- Fraud, Waste, and Abuse Prevention
- Listening to the Voice of the Patient
- Medicare Pats C & D General Compliance
- Protecting Patient Information (HIPAA)