Clinical/Research Faculty or Non-Faculty Onboarding Checklist

Mount Sinai

A. Complete the following information. All fields are required.

Faculty Member's Name		**Degree (MD, PhD, DO, PharmD, etc.)**	
Dept. of Medicine/Division		**Life Number**	
Academic Title		**Anticipated Start Date**	
Office address		**Office Phone Number**	

B. The responsible party in the department should date when the following activities are completed:

Task	Contact/Resource	Responsible Party	Completion Date
1. 90 DAYS BEFORE ARRIVAL			
a. Faculty Recruitment (BP, CV, JD and Checklist)	Shema.patel@mssm.edu (Meditract)	Site Administrator	
b. Initiate Faculty Onboarding Paperwork	Shema.patel@mssm.edu (Sinai Central / APT Tracker) *Required Documents: MSHS CV and Chair Statement*	DOM Faculty Affairs	
c. Initiate Medical Staff Appointment Request	Mss-intake@mountsinai.org	DOM Faculty Affairs	
d. Initiate Managed Care Enrollment Packet	Yusef.collins@mssm.edu	Managed Care Credentialing	
e. Mount Sinai Daycare Resources	https://icahn.mssm.edu/education/students/parent-and-family-resources	Clinical Faculty or Non-Faculty member	
f. Mount Sinai Health System (MSHS) Curriculum Vitae - required format	**CV instructions**: https://icahn.mssm.edu/files/ISMMS/Assets/About%20the%20School/Faculty-Resources/CV-Format.pdf **Template** https://icahn.mssm.edu/files/ISMMS/Assets/About/CVTemplate.doc	Faculty	
g. Chair Statement		Division Chief or Administrator	
2. 30 DAYS BEFORE ARRIVAL			
a. HR/Payroll Processing	Faculty Non-Faculty	DOM Faculty Affairs Administrator	

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Task	Contact/Resource	Responsible Party	Completion Date
b. Electronic I-9 Verification	Faculty (International) Faculty (Domestic) Non-Faculty	Int'l Personnel Off or DOM Faculty Affairs HR/Recruitment	
c. IT account requested CHP domain – Service Request MSH domain – Sail Point Request		Administrator	
d. Request computer or laptop with applicable accessories (docking station, monitor, printer, scanner, etc.), *order one before faculty start date; should arrive at least 1 week prior to faculty start*		Administrator	
e. Pager (Add to appropriate paging groups)	https://intranet1.mountsinai.org/Mount_Sinai/pager_userguide.htm	Administrator	
f. Office Keys		Administrator	
g. Order white coat, if needed (2 sets)		Administrator	
h. Assign Administrative Support (as applicable)		Administrator	
i. Order Business Cards, should arrive at least one week prior to employee starting		Administrator	
j. Send out a department introduction announcement via email	Alejandro.Lojo@mssm.edu and Andrew.John@mssm.edu	Alejandro Lojo & Andrew John	
k. Department/Division conference and standing meetings for calendar (add to appropriate distribution lists and agendas)		Administrator	
l. Website Profile	Alejandro.Lojo@mssm.edu and Andrew.John@mssm.edu	Alejandro Lojo & Andrew John	
m. Facilitate contact with the International Personnel Division of HR (if applicable)	https://intranet1.mountsinai.org/humanresources/index_International_Personnel.asp	Administrator	
3. FIRST DAY / ON ARRIVAL			
a. IT access - explain if on 2 different domains.		Administrator	
b. Call schedules and paging		Administrator	

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Task	Contact/Resource	Responsible Party	Completion Date
c. Review online faculty resource guide	https://icahn.mssm.edu/about/faculty-resources/institutional-resources	Administrator	
d. Request ID Badge	http://intranet1.mountsinai.org/securityweb/html/admin/idCards.html Memo to Security Office: 1468 Madison Avenue, 100th Street Annenberg Building, MC Level – 212-241-7095	Administrator	
e. Request access to buildings, as applicable	http://intranet1.mountsinai.org/securityweb/html/admin/idCards.html	Administrator	
f. Review benefits	https://icahn.mssm.edu/about/faculty-resources/benefits General Office Number: (212) 241-7045	Benefits Dept.	
g. Obtain Parking Permit	Parking Services (mountsinai.org) Security Office: 1468 Madison Avenue, 100th Street Annenberg Building, MC Level – 212-241-7095	Clinical Faculty or Non-Faculty member	
h. Direct Deposit, W-4 and Benefits Enrollment	Sinai Cloud: https://ejis.fa.us6.oraclecloud.com/	Clinical Faculty or Non-Faculty member	
i. Review ISMMS Mission – Vision - Values	https://icahn.mssm.edu/about/vision https://icahn.mssm.edu/about/faculty-resources/handbook/general/mission	Division Chief	

j. Organizational Structure
   i. Leadership
   ii. Maps
	MS Leadership
	https://www.mountsinai.org/locations/mount-sinai/about/leadership
	
	MS Building Map
	https://icahn.mssm.edu/files/ISMMS/Assets/About%20the%20School/Academic%20Affiliates/MED_CAMPUS_MAP.pdf
		Administrator	

k. Have a photo taken for publication (**High Resolution Only**) Create your online faculty profile (Must include brief Bio, research foci and clinical specialties *(must be done within first month of employment)*	Contact Alejandro Lojo and Andrew John Alejandro.Lojo@mssm.edu Andrew.John@mssm.edu	Clinical Faculty or Non-Faculty member	

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Task	Contact/Resource	Responsible Party	Completion Date
l. Department Organizational Structure (Chart & Pictorials)	https://icahn.mssm.edu/about/departments/medicine	Administrator	
m. Introductions: 　i.　Chair 　ii.　Administrative Assistant 　iii.　Billing Manager, as applicable 　iv.　FPA Manager(s), as applicable 　v.　Research Manager (IRB, applying for grants, etc.)		Administrator	
n. Meet mentors, as assigned and if applicable	https://icahn.mssm.edu/about/departments/medicine/faculty-affairs/mentoring	Clinical Faculty or Non-Faculty member	
o. Department tour & introductions		Administrator	
p. Order office supplies		Administrator	
q. Review departmental policies/procedures		Administrator	
r. Access to relevant department shared drives	Noel.Rijo@mssm.edu	Administrator	
s. Overview of department website/intranet	https://icahn.mssm.edu/about/departments/medicine	Administrator	
t. Create/provide computer system access (Haiku, etc.)		Administrator	

Clinical/Research Faculty or Non-Faculty Onboarding Checklist

The employee should initial when the following activities are completed:

Task	Contact/Resource	Responsible Party	Completed (initial)
4. FIRST MONTH			
a. EPIC training	http://mshsintranet.mountsinai.org/it/epic/	Clinical Faculty or Non-Faculty member	
b. FPA Compliance Training	Gillian.harbin@mountsinai.org	Administrator	
c. EPCS Enrollment	Epic password required: Administrator must request the **ROLE** of **Controlled Substance ePrescriber** in SailPoint. Physician must show Identification (Ex: MSHS ID, Driver's license or passport)	Clinical Faculty or Non-Faculty member & DOM Faculty Affairs	
d. PEAK training	https://peak.mountsinai.org/	Clinical Faculty or Non-Faculty member	
e. ACLS Recertification	Kathleen Schultz – Nursing Director Nursing.education@mountsinai.org 212-824-7240 Enrollware Link: https://mountsinaihospital.enrollware.com/schedule	Clinical Faculty	
f. Med Staff Services Online Courses	Online Courses: Sedation & Analgesia and Radiation Safety in Fluoroscopy for Operators https://mountsinai.learn.taleo.net/files/upload/pages/medstaffelearning.html	Clinical Faculty	
g. Overview of Mount Sinai Health System	https://www.mountsinai.org/	Clinical Faculty or Non-Faculty member	
h. ISMMS acronym list	https://icahn.mssm.edu/research/portal/resources/garc/standardized-language	Clinical Faculty or Non-Faculty member	
i. Mount Sinai Health System strategic plan		Clinical Faculty or Non-Faculty member	
j. Complete institutional resource list	https://icahn.mssm.edu/about/faculty-resources/institutional-resources	Clinical Faculty or Non-Faculty member	
k. Distribute (review) list of departments, centers and institutes	https://icahn.mssm.edu/about/departments-offices	Clinical Faculty or Non-Faculty member	

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Task	Contact/Resource	Responsible Party	Completed (initial)
l. Complete benefits enrollment within 30 days of hire (use Registration Code: MTSINAIHE-LOGIN first time you login)	https://mybenefits.adp.com/oba/	Clinical Faculty or Non-Faculty member	
m. Disclose outside interests (within 30 days of hire)	https://icahn.mssm.edu/research/portal/resources/industry-engagement-conflict-of-interest	Clinical Faculty or Non-Faculty member	
n. Conflict of Interest	https://edms.mssm.edu/	Clinical Faculty or Non-Faculty member	
o. Effort Reporting	https://icahn.mssm.edu/files/ISMMS/Assets/About%20the%20School/For%20Faculty/Finance/Faculty%20Effort%20on%20Sponsored%20Projects.pdf	Clinical Faculty or Non-Faculty member	
p. Confidentiality		Clinical Faculty or Non-Faculty member	
q. Anti-Harassment (Medical School Mistreatment Policy)	https://icahn.mssm.edu/about/faculty-resources/handbook/institutional?accordionAction=accordion-jump_link-93493107	Clinical Faculty or Non-Faculty member	
r. Vacation/Sick Time Leave	https://icahn.mssm.edu/about/faculty-resources/benefits/time-off	Clinical Faculty or Non-Faculty member	
s. Holidays	http://intranet1.mountsinai.org/humanresources/Holiday_Schedule.asp	Clinical Faculty or Non-Faculty member	
t. Tenure and Promotions Process	https://icahn.mssm.edu/about/faculty-resources/appointments	Clinical Faculty or Non-Faculty member	
u. Emergency Procedures	https://icahn.mssm.edu/about/faculty-resources/benefits/time-off	Clinical Faculty or Non-Faculty member	
v. Faculty Leaves Guidelines	https://icahn.mssm.edu/files/ISMMS/Assets/Education/Post%20Doc/Leave%20of%20Absence.pdf	Clinical Faculty or Non-Faculty member	
w. CV Guidelines	https://icahn.mssm.edu/about/faculty-resources/appointments/document-submission	Clinical Faculty or Non-Faculty member	
x. Service Excellence		Clinical Faculty or Non-Faculty member	
y. Medical School	http://icahn.mssm.edu/	Clinical Faculty or Non-Faculty member	
z. Faculty Group Practice	https://www.mountsinai.org/locations/msd-faculty-practice	Clinical Faculty or Non-Faculty member	

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Task	Contact/Resource	Responsible Party	Completed (initial)
aa. Standard Practice Guide	https://icahn.mssm.edu/about/departments/medicine/quality-office	Clinical Faculty or Non-Faculty member	
bb. Medical Research	https://icahn.mssm.edu/info/researchers	Clinical Faculty or Non-Faculty member	
cc. CME	https://icahn.mssm.edu/education/cme	Clinical Faculty or Non-Faculty member	
dd. Travel Expense	https://icahn.mssm.edu/files/ISMMS/Assets/About%20the%20School/Travel%20Policy%20-%20115E.pdf	Clinical Faculty or Non-Faculty member	
ee. Review CME funding and/or Faculty/ Research Funding & Use of funding guidelines	See research Wizard	Clinical Faculty or Non-Faculty member	
ff. Faculty web profile creation	See research Wizard	Clinical Faculty or Non-Faculty member	
gg. Intellectual Property	Direct all questions to: Mount Sinai Innovation Partners https://icahn.mssm.edu/research/portal/technologies/intellectual	Clinical Faculty or Non-Faculty member	
5. CLINICAL FACULTY:			
a. ISMMS Clinical Faculty Resources	https://icahn.mssm.edu/about/clinical-faculty-resources	Clinical Faculty	
b. FPA Supplement	http://icahn.mssm.edu/about-us/services-and-resources/finance	Clinical Faculty	
c. Coordinate clinic schedules and clinic orientation		Administrator	
d. Medical Staff Services: FPPE (Must be completed after initial 6 months)	http://intranet1.mountsinai.org/mss/forms/FPPE_Overall_Evaluation-04-06-2011.pdf	Administrator	
e. Order Pager (Add to appropriate paging groups)		Administrator	
f. Grand Rounds		Department	
g. Project Grants		Department	
h. VA Orientation Requirements		Department	
i. Resident Rotation Schedule		Department	
6. RESEARCH FACULTY:			
a. Scopus ID or Orcid ID	Please contact Alejandro Lojo to create a PlumX account Alejandro.Lojo@mssm.edu and Andrew.John@mssm.edu		

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Task	Contact/Resource	Responsible Party	Completed (initial)
b. If interested in participating in Industry Funded, NIH or Foundation Clinical Trials with Departmental Support	Meet with Michele Cohen MS, CCRC Senior Director of Clinical Research http://icahn.mssm.edu/departments-and-institutes/medicine/office-of-research/clinical-trials	Michele Cohen	
c. Office of Research Services	http://researchroadmap.mssm.edu/rrm/	Research Faculty member	
d. Institutional Review Board Program for the Protection of Human Subject (PPHS)	https://icahn.mssm.edu/research/pphs Portal for Submission: Called RUTH (Single Sign on) https://ruth.mssm.edu/	Research Faculty member	
e. Research Ethics and Compliance Training Collaborative Institutional Training Initiative (CITI)	Please affiliate with Icahn School of Medicine at Mount Sinai so the proper modules appear https://icahn.mssm.edu/research/pphs/training https://www.citiprogram.org/ 1. Information Privacy & Security: Data Security & HIPAA 2. HIPAA Update 3. Good Clinical Practice: (GCP) for Clinical Trials with Investigational Drugs and Medical Devices 4. Investigator/ Research Staff course 5. Biomedical Responsible Conduct of Research: Rigor, Reproducibility and Ethical Behavior in Biomedical Research Please make sure that your life number and Mount Sinai email has been uploaded to your CITI account; • Click the drop down by your name, select "Profiles" • Under institutional profiles- select either add (Icahn School of Medicine at Mount Sinai) or edit • Ensure that your Life Number is under "employee number"	Research Faculty member	
f. New and improved Institutional Animal Care and Use Committee (IACUC) website is now live on ISMMS	Helpful content can be found at: https://icahn.mssm.edu/research/iacuc	Research Faculty member	
g. Research Listserv (for research related mailings throughout the Mount Sinai Health System)	Location to add your name to the list https://icahn.mssm.edu/research/portal/getting-started	Research Faculty member	

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Task	Contact/Resource	Responsible Party	Completed (initial)
h. Financial Conflicts in Research Training Course eDMS-Electronic Management Disclosure System	https://icahn.mssm.edu/research/portal/resources/industry-engagement-conflict-of-interest/disclosing-financial-relationships/edms-platform	Research Faculty member	
i. NIH Forms and Applications	https://grants.nih.gov/grants/forms.htm NIH Biosketch: https://grants.nih.gov/grants/forms/biographical-sketch-format-page-non-fellowship-forms-h NIH Other Support: https://grants.nih.gov/grants/forms/other-support-format	Research Faculty member	
j. Setting up your preferred Mount Sinai Email **List of Mount Sinai Approved email address domains:** • **nyee.edu** • **exchange.mssm.edu** • **chpnet.org** • **mountsinai.org** • **mssm.edu** • **icahn.mssm.edu** • **nychhc.org**	Required for eSuite applications (RUTH, eDMS, eIACUC, eSafety) 1. Log on to https://sinaicentral.mssm.edu or https://sinaicentral.mountsinai.org 2. Click Personal Profile → Contact Info (left side of screen) 3. If your email is listed, but does not have the check activated under the **Preferred** column, click the edit Icon → Activate the check on the **Preferred** column box → Save (make sure the box is also checked under the **Visible** column) 4. If your email is not listed, add your email and check the **Preferred** *and* **Visible** box → Save NOTE: You can *only* have 1 email identified as "**Preferred**" and it *must* be a Mount Sinai Approved email to gain access to the eSuite (RUTH, eDMS, eIACUC, eSafety) applications	Research Faculty member	

Clinical/Research Faculty or Non-Faculty Onboarding Checklist

I agree the above information has been discussed with me and my questions have been answered. I understand this document will become a part of my unit personnel file.

Faculty Member's Name (Please Print):		
Faculty Member's Signature:		*Date:*
Supervisor Signature:(Service Chief/Chairman/Department Designee)		*Date:*
Preceptor/Mentor Signature:		*Date:*

***Recommended Order by Section: Prior to Arrival, First Day(s), First Week, First Month, etc.

File Completed Form in the Divisional Personnel Folder