

Activities	Responsible	Action Item	Timing
LICENSING/CREDENTIALING/PROVIDER ENROLLMENT - TASKS			
Federal/State/DEA Licensing	Shauna Maxwell	Shauna Maxwell initiates, assists new provider with licensing.	5-6 months prior to start date
Credentialing Applications (U of U, PCH, All other hosp. and clinics)	Shauna Maxwell	Shauna Maxwell initiates, assists new provider with credentialing apps.	5-6 months prior to start date
PCH Approval	Shauna Maxwell	PCH approval is given a few days before hire date. Shauna ensures Division/new faculty are updated.	New faculty are approved at PCH a couple of days BEFORE hire date.
Out of state Licensing/Privileges	Kristen Copeland/Brynja Stalcup	Kristen Copeland/Brynja Stalcup initiate, assist new provider with OOS licensing.	
Provider Enrollment	Kristen Copeland/Brynja Stalcup	Kristen Copeland/Brynja Stalcup initiate and oversee process.	5-6 months prior to start date
PEDIATRIC HR - TASKS			
Faculty Appointment	Division Chief/Nick Snow	Nick Snow manages process.	Nick Snow/Div. Chief determine date.
Conf. and Security Forms (PCH and U of U)	Alissa Figueroa	Alissa Figueroa sends forms to IT.	5-6 months prior to start date
New Hire paperwork.	Alissa Figueroa	Alissa Figueroa manages process.	5-6 months prior to start date
I-9 Citizenship/Intellectual property Agreement.	Shauna Maxwell	Shauna Maxwell manages process.	1-2 weeks prior to start date
Household Move	Shauna Maxwell/Erica Putnam	Shauna Maxwell/Erica Putnam manage process.	3 months prior to start date.
Pediatrics Faculty Orientation and Faculty Development Orientation	Shauna Maxwell	Shauna Maxwell sends PowerPoint orientation to new faculty.	Sent on Faculty start date.
Bridge Modules	Bridge Dept.	Modules sent automatically.	Sent by start date.
DIVISION - TASKS			
Prepare Workstation/Office (phone, furniture, keys, supplies, etc.)	Division	Division	1-2 months prior to start date
Computer Hardware/Software	Division	Division manager coordinates with Peds IT Office.	1-2 months prior to start date
Email Account, Computer Network and Applications Access (Access to PCH computer applications INCLUDING EPIC , should be requested through Pediatrics IT Office)	Division	Division completes/submits Computer Access Request Form to Pediatrics IT Office. Form can be downloaded at https://www.ped.med.utah.edu/pedsintranet/resources/acad/cmptraccess.pdf .	1-2 months prior to start date
ICentra Training	Shauna Maxwell & Division	Shauna sends ICentra link to Division.	1 month prior to start date.
Faculty Review and Advancement (FRA) Policies and Processes	Division Chief or Mentor. Faculty Member needs to schedule a meeting with the DAC Chair, Dr. Nanette Dudley	Information available at: (ALBERTA, INSERT LINK). Meet with Dr. Dudley for specific guidance on the FRA criteria and requirements for formal reviews relevant to the faculty member’s position.	Within 1 st quarter after hire. Contact Information: Nanette.Dudley@hsc.utah.edu 801-587-7540
UMB Training	Division	Division contacts UMB to schedule training. Sandra.Palacios@hsc.utah.edu	1-2 weeks of start date.
U of U ID Card & Transit Pass	Division	Division Manager contacts the Ucard office at: (801) 581-2273 to confirm new faculty are in system. New faculty goes to UCard office.	On new faculty start date.
Department & Division Mission, Vision and Values	Division	Division Chief or Manager	Soon after start date
Department and Division Organizational Structure	Division	Division Chief or Manager	Soon after start date
Division Specific Policies and Procedures	Division	Division Chief	Soon after start date
Leave accruals, requests and tracking	Division Chief (Division is responsible for tracking faculty leave accruals and usage) for tracking faculty leave accruals and usage)	Division Chief is responsible for making sure that the faculty member understands the Division’s process for requesting time off and tracking leave accruals and usage.	Soon after start date
Reimbursement for out-of pocket expenditures.	Division	Division manager or financial person inform new faculty of process.	Soon after start date
Faculty Evaluation	Division Chief	Pediatrics Annual Faculty Review Tool is on the Pediatrics’ Intranet.	A minimum of one documented review is required annually.

Faculty Activity Survey	Division Chief & New Faculty	Division Chief should provide instruction. Can access by logging on to MBM at: https://securembm.uuhsc.utah.edu/zeus/public/mbm/index/login	A deadline will be assigned by the Division Chief or by the MBM office.
Electronic CV	Division & New Faculty	Faculty hire can sign up for MBM/CV training here: https://ufis.atlassian.net/servicedesk/customer/portal/2/article/1495302158 .	Soon after start date
Procurement Procedures	Division	Division Chief or Manager	Soon after start date
Request Access to physicians/providers lounge, bridge from the sky bridge, and the NICU @ U Hospital.	Division	Go to this link to request access: https://pulse.utah.edu/apps/ccure/SitePages/Home.aspx	Soon after start date
Building Access & Parking Access	Division or Pediatrics HR	If faculty need access to Williams building: Div. completes the 295 Chipeta Way Badge Access Request, submits to Williams Pediatrics HR and other designated approvers for building access, and sends the finalized form to Real Estate Administration to assign building and parking access. All other building and parking access: Division responsibility. Go to this link to access the request form: http://www.ped.med.utah.edu/pedsintranet/geninfo/docs/badge.pdf	Williams Building access: Need UID Card and completed form.
NEW FACULTY - TASKS			
Benefits Enrollment	New Faculty	Instructions sent in Orientation. New faculty enrolls in benefits online at https://www.hr.utah.edu/benefits/ under the “UBenefits” option.	90 days from start date.
Defensive Driving Training	New Faculty	Instructions sent in orientation. New faculty clicks here: https://risk.utah.gov/risk-training/ . Click "Educational and Independent Agencies", "Enter the Portal", "Sign up".	1-2 weeks of start date. Email certificate to: shauna.maxwell@hsc.utah.edu
CIS - Direct Deposit, W-4, Electronic W-2 Election	New Faculty	Instructions sent in orientation. New faculty logs into CIS and completes items in “ <i>Payroll, Taxes and Salary</i> ” tile	1st week of start date.
CIS - Verify Personal Bio/Demo Information	New Faculty	Instructions sent in orientation. New faculty logs into CIS and completes in “ <i>Personal Bio/Demo Information</i> ” tile	1st week of start date.
Faculty Photo	New Faculty	Division or new faculty clicks here to schedule faculty photo. https://uofutah.sharepoint.com/sites/pedsdesign	Send faculty photo to: alissa.figueroa@hsc.utah.edu. Due soon after start date.
Faculty Bio	New Faculty	Instructions sent in orientation. New faculty writes Bio.	Send faculty bio to: alissa.figueroa@hsc.utah.edu. Due 1-2 weeks of start date.