Sample Physician Orientation Checklist

Prior to Physician’s Arrival

☐ Special instructions:
  • Does physician need to wear/bring anything specific?
  • Where should physician park?
  • When will first patient be scheduled?

☐ Determine who will perform orientation, e.g., another physician or the nurse/administrator

☐ Inform staff about physician’s start date

Staff Introductions

☐ Introduction to management, medical, and supervisory staff

☐ Introduction to scheduling manager

☐ Introduction to emergency contact

Facility Tour

☐ Coordinate ID/Security badge

☐ Location of employee resources, including restrooms, break room, cafeteria, etc.

☐ Equipment orientation, e.g., dictation machine, phone system, paging system

☐ List of access codes for computer along with training (identify point-of-contact for technical assistance)

☐ Electronic health record (EHR) system (identify point-of-contact for technical assistance)

Source: CompHealth® white paper “Locum Tenens Physician Orientation”
http://www.comphealth.com/client-resources/white-papers/