



**TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™**

**NEW EMPLOYEE CHECKLIST  
CORRECTIONAL MANAGED HEALTH CARE  
(CMHC)**

**EMPLOYEE'S NAME:**  
**TDCJ UNIT/LOCATION:**  
**POSITION:**  
**SUPERVISOR'S NAME:**

**SSN OR TTU R#:**  
**HIRE DATE:**

*NOTE: This checklist is designed to assist supervisors with the orientation of benefits-eligible staff employees.*

**Requirements identified with an asterisk (\*) apply for ALL new TTUHSC employees.**

**PRIOR to 1<sup>ST</sup> DAY of Employment:**

**Prepare for Employee's Arrival:**

- Submit request for TDCJ security clearance
- Prepare employees work area (furniture, supplies, etc.)
- Contact CMHC Human Resources
- Verify Sanction List (HR)
- Verify Credentialing (Credentialing Dept.)

- CMHC HR will provide employee with reporting instructions, NEO date/locations/start time, required employment documentation, and a list of acceptable documents for completing the I-9 form, which must be completed within first three days of employment.

**Beginning the 1<sup>ST</sup> DAY of Employment (or following completion of NEO):**

Discuss information and expectations pertaining to HIPAA, (as appropriate) and have employee sign applicable confidentiality forms. Maintain forms per departmental procedures.

*NOTE: Supervisor should then continue with the Performance Management process outlined in HSC OP [70.12](#).*

- Mission of HSC/Unit/Department
- Vacation, sick leave, overtime...
- Computer usage/guidelines/access/passwords
- TDCJ allowable/non allowable items on units
- Copy of Position Description (PD) for review
- Reporting structure
- Telephone procedures/training
- Job title, rate of pay and basic duties
- Hours of work, meal/break periods...
- Attendance
- Dress code
- Time clock / Leave reporting
- Keys, ID (issuance of TDCJ and/or HSC; Nursing/ClinicianBadges)
- Provide a tour of department/work area
- Parking locations/requirements
- EMR / PRS Access (EMR New User Form)
- Tools, supplies & other work equipment (copier, fax, cell phone, pager...)
- Special accommodations (if needed)
- Workplace safety:
  - Reporting of on the job injury
  - Emergency telephone numbers
  - Location of fire exits, fire extinguishers...

EMPLOYEE'S NAME:

SSN OR TTU ID#:

**Within the First 3-DAYS of Employment** (if not completed during NEO):

**Employment/ Benefit Processing:**

\_\_\_\_\_ **\*Contact CMHC HR** to include benefits processing. *IMPORTANT: Failure to do so may result in employee missing important insurance eligibility and payroll deadlines.*

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**Departmental Orientation with Supervisor:**

Conduct Feedback Session (TTUHSC OP 70.12 - Performance Management):

- \_\_\_\_\_ Review and discuss Position Description (PD) - (edit/update the PD if necessary)
- \_\_\_\_\_ Electronic Signatures (both supervisor and employee sign)
- \_\_\_\_\_ Copy of PD given to new employee; Copy of PD filed in employee's performance file; Copy of PD in CMHC HR File.

**Within the First 10-DAYS of Employment** (if not completed during NEO):

- \_\_\_\_\_ **\*Complete NESOP Level 1, Level 2 and job specific Safety Training:**  
<http://www.ttuhs.edu/admin/Safety/training.aspx> or contact the Unit DON
- \_\_\_\_\_ TB Testing

**Within the First 30-DAYS of Employment:**

**COMPLETE OTHER REQUIRED TRAINING** (if not completed during NEO): Go to the Employee Tab on Web Portal at <https://webraider.ttuhs.edu> to access required courses. Log in using your eRaider name and password.

- \_\_\_\_\_ **\*Equal Employment Opportunity, Prevention of Sexual Harassment and Title IX Mandatory Training**  
 Questions? Contact Workforce Education at 806-743-3281 or Toll free at 866-541-7731.
- \_\_\_\_\_ **\*Institutional Compliance** Questions? Contact Compliance at 806-743-3949.
- \_\_\_\_\_ **\*FERPA Training** Questions? Contact [Tamara.Krauser@ttuhs.edu](mailto:Tamara.Krauser@ttuhs.edu)
- \_\_\_\_\_ **\*Privacy and Security Training (HIPAA)** Questions? Contact Compliance at 806-743-3949.
- \_\_\_\_\_ **\*Conflict of Interest and Commitment Training & Disclosure** Questions? Contact Compliance at 806-743-3949.
- \_\_\_\_\_ **\*Workplace Violence (Recommended for all Employees)** at: <http://www.depts.ttu.edu/ttpd/shotsfired.php>
- \_\_\_\_\_ **\*Current Customer Service Training (Required for staff employees)**  
 Note: Should be scheduled within 30-days/completed within 90 Days. Register online at <http://www.ttuhs.edu/hr/Wed> or call Workforce Education & Development at 806-743-3281.
- \_\_\_\_\_ **Complete EMR/PRS Training Class:** Contact EMR office located at the Pyramid Plaza; Lubbock, TX
- \_\_\_\_\_ **Job/Department Specific Training** (list): \_\_\_\_\_
- \_\_\_\_\_ Ensure that employee has completed and turned in all required employment paperwork to CMHC Human Resources.
- \_\_\_\_\_ Additional Notes: \_\_\_\_\_

**ACKNOWLEDGEMENT:** By signing below, I acknowledge that all items contained in this checklist have been completed unless otherwise noted.

Employee's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Once completed, make a copy of this checklist and forward it to:**  
**CMHC Human Resources**  
**5307 W. Loop 289 Ste. 202 Lubbock, TX 79414**

*The original is to be placed in the employee's performance file maintained by the supervisor.*

If you have questions or comments, please contact CMHC Human Resources or Workforce Education Office.

**Toll Free Number 1-866-541-7731**