Pre-employment Checklist for Healthcare Employees

A comprehensive **pre-employment checklist** for healthcare employees ensures all necessary documents, certifications, and background verifications are completed before starting work. This process helps maintain compliance with industry standards and promotes patient safety. It streamlines onboarding and prepares new hires for their responsibilities effectively.

Checklist Items

- Signed offer letter and employment contract
- Government-issued photo ID (e.g., driver's license, passport)
- Social Security card or proof of eligibility to work
- Professional licensure and certifications (e.g., RN, CNA, MD, CPR/BLS)
- Educational transcripts and diplomas
- Immunization records (e.g., MMR, Varicella, Hepatitis B, Influenza, COVID-19)
- Tuberculosis screening results
- Background check authorization and results
- Drug screening clearance
- Reference checks
- Completed health assessment or physical exam
- Emergency contact information
- Proof of professional liability insurance (if required)
- Signed confidentiality and HIPAA agreement
- Completed direct deposit or payroll forms
- Orientation or training completion certificates

Instructions

1. Gather all required documents and certifications.
2. Submit forms and clearances to Human Resources before your start date.
3. Contact the HR department if you have questions or need assistance.

Completing this checklist ensures a smooth onboarding process and readiness to deliver quality patient care.