



Onboarding Checklist – Observers Medical Workforce

This document is to be completed by all doctors, including casual staff, when commencing work with the West Gippsland Healthcare Group.

Please return all required documents to medical.workforce@wghg.com.au

NOTE:

You are required to sign and return this document as your acknowledgement that you have read, understood, and returned (where required) all documentation as part of the onboarding process.

Item	Completed?	Do I need to send this back?
Confidentiality Compliance form	✓ <input type="checkbox"/>	Yes
Child Safe Code of Conduct form	✓ <input type="checkbox"/>	Yes
Evidence of 3 covid vaccinations	✓ <input type="checkbox"/>	Yes
Evidence of your current years flu vaccination	✓ <input type="checkbox"/>	Yes
FindMyShift instructions	<input type="checkbox"/>	No
Orientation Guide	<input type="checkbox"/>	No
EMR User Guide	<input type="checkbox"/>	No
WGHG IMG Observer Information	<input type="checkbox"/>	No
Photo of Working With Children Check card (Volunteer), or receipt of application. NOTE – once received, you must send a photo of the card in addition to the receipt.	✓ <input type="checkbox"/>	Yes
National Police Check (no older than 3 months)	✓ <input type="checkbox"/>	Yes
Photo of Licence	✓ <input type="checkbox"/>	Yes
Current Curriculum Vitae (CV)	✓ <input type="checkbox"/>	Yes
Copy of Passport photo page (IMG or those on visas)	✓ <input type="checkbox"/>	Yes
A selfie for photo boards in departments (head and shoulders, white or light background, may be used on an ID card in the future).	✓ <input type="checkbox"/>	Yes
Request for accommodation (if required and available)	<input type="checkbox"/>	Please discuss
Department checklist (complete on day one at WGHG)	<input type="checkbox"/>	Yes

I agree that I have read, understood, and returned the required documentation indicated above as part of the West Gippsland Healthcare group onboarding process.

Name (Please Print): Deva Subasic de Azevedo

Signature:

Date: 25 March 2024