**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](mailto: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 |  | Yes |
| Child Safe Code of Conduct form |  | Yes |
| Evidence of 3 covid vaccinations |  | Yes |
| Evidence of your current years flu vaccination |  | Yes |
|  |  |  |
| FindMyShift instructions |  | No |
| Orientation Guide |  | No |
| EMR User Guide |  | No |
| WGHG IMG Observer Information |  | 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. |  | Yes |
| National Police Check (no older than 3 months) |  | Yes |
| Photo of Licence |  | Yes |
| Current Curriculum Vitae (CV) |  | Yes |
| Copy of Passport photo page (IMG or those on visas) |  | 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). |  | Yes |
| Request for accommodation (if required and available) |  | Please discuss |
| Department checklist (complete on day one at WGHG) |  | 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: \_\_22 March 2024\_\_