



New DGIM Staff

This checklist is to serve as a reminder for information, training, and requirements prior to or within the first week of your hire.

New Reserach Staff Check-Off	
Keys	
Facility Layout	
Supply Ordering Process	
Office Supplies	
Duke Parking Coupons & Parking Pass	
Computer System Passwords	
DGIM Phone List	
Computer & Phone set up for access	
Copiers, Fax, Scanner	
Emergency Evacuation	
Duke Meetings	
Meeting with Duke Faculty/Administration	
Policies	
Duke Flu Policy	
Secure Communications- MFA	
Secure Communication- How to (PHI)	
Payroll Policies	
Time Away from Duke	
Orientation/Training (If Applicable)	
Maestro Care	
REDCap	

Training OESO www.safety.duke.edu (if applicable)	
HIPPA Privacy Training	
Hospital Incident Command System (HICS)	
Compliance Update Training	
End of Life Care-Decision Making at End of Life	
Harassment Policy Training via LMS (formerly Equity at Duke)	
Fire/Life Safety	
PPD	
Patient Visitation	
Keeping Duke safe via LMS	
Environment of Care	
Bloodborne Pathogens	
Shipment of Biological Materials	
Safe Specimen Collection	