Welcome to the Duke Division of General Internal Medicine
Onboarding of Research Staff

1. Division Overview
   a. GIM Resources Portal https://sites.duke.edu/giminternal/
      i. About GIM
         1. Administrative Contacts
         2. Division Information
         3. Directions, Parking and Conference Rooms
         4. Human Resources
         5. Staff Information
            a. 90-day Probationary Period
            b. GIM Research Staff Training Checklist
            c. Inclement Weather Time Away from Work Policy
            d. New to Duke
            e. Office Attendance Policy
            f. Orientation Evaluation
            g. Performance Evaluation and Planning
            h. Staff Benefit Information
            i. Staff Human Resources Policy Manual and Staff Handbook
            j. Staff Time Reporting
      ii. Research Overview
          1. Duke
             a. Express Start Onboarding Program for CRCs
          2. GIM
             a. GIM Brochure (Home Page)
             b. Grants/Contracts
             c. Research/QI Resources
             d. Resources
            b. GIM Research Faculty Collaboration

2. Required Trainings for Research
   a. GIM Research Staff Training Checklist
      i. Work with GIM Director of Research on requirements and timeline

3. GIM Science Culture and Accountability Plan (SCAP)
   a. GIM Director of Research to email for review and signature