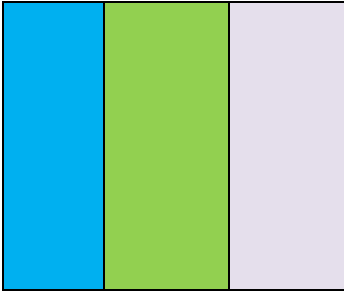


Courtesy Faculty Hire Checklist

Name of Hire: _____ UFID: _____ Hire Date: _____

Dept. & Contact Name: _____ Supervisor: _____

Dept.	Dean's	Faculty	Required Steps and Forms
			Department to provide confirmation of interview and detailed written justification for courtesy request (activities this person will be working on, courses taught in, etc).
			Confirmation of References Checked or Reference Letters (minimum of 2)
			Confirmation Discipline/Admin Actions have been checked (further justification needed if any discipline/Admin Actions on file) Provider lookup , click on Discipline/Admin Action Tab
			Collect & provide required documents with courtesy request: <ul style="list-style-type: none"> • CV • Emergency Contact Form • Copy of Dental License (N/A if the faculty member will not have any clinical responsibilities. For example, if the faculty member is only providing didactic instruction or research mentoring, a dental license is not required)/ or request for Teaching Permit • Copy of board certificate (if board certified in specialty) • Copy of Sedation Certificate (Oral Surgery, Pedo, Perio only) • Copy of CPR/BLS or ACLS card (if clinical)
			NPI Number/DEA Number for Clinical Faculty
			Admins with access: Assign UFID, Affiliation and Network Managed By
			Submit College HR Request for Courtesy Appointment
			Letter of Offer (Reviewed/approved by Dean's Office)
			Employment of relatives at UFCD petition process **Dean's signature/approval required prior to offer**
			Background Clearance: Basic through First Advantage through myUFL Request Form Date submitted: _____ Date cleared: _____
			ePAF initiated in PeopleSoft. Attach Offer Letter.
			Set up GatorLink Account
			Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and New Hires Date cleared: _____ (clearance one day prior to start date)
			Patient Contact, Contact with Human Blood – See Forms
			Bloodborne Pathogen Training in myUFL (Course #EHS850D)
			Animal Contact Form (Renewal exam every three years)
			Request Access: Contact IT for email set up, distribution lists, appropriate UFCD shared drive folder access and software/applications – Axiom, eRX
			Request Gator 1/UFID online, call 273-5044 or visit here for HSC schedule
			Once hired, update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license
			Complete Required Training Courses: <ul style="list-style-type: none"> • HIPAA Compliance General Awareness Training: PRV800 • Protecting Social Security Numbers & Identity Theft Prevention - PRV804 • Protecting UF: Information Security Training - ITT102v • Compliance and Ethics: Doing your part for the Gator Good! Search by Course Title

- 
- Bloodborne Pathogen Training: EHS850D
 - Maintaining a Safe and Respectful Campus (Title IX): GET803
 - Embracing Our Service Culture at UF Health: Search by Course Title
 - FERPA for Faculty: PRV803
 - Physicians Billing Compliance: PBC809v
 - Code of Conduct: DEN003
 - Copyright Agreement: DEN004
 - UF Health Masking and Hand Hygiene Guidelines: DEN005