

NEW DVM START CHECKLIST

Use this checklist to prepare for a new doctor to start at your hospital. Complete all tasks prior to and on their first day to ensure a smooth onboarding experience.

HR Pre-Onboarding (completed by HR)

☒ Paycom Tasks

- HR enters DVM into the New Hire Queue in Paycom once the offer is signed and background check is complete.
- HR finalizes the hire after the DVM completes self-onboarding.
- PM will follow the steps below on the first day to Activate the DVM in Paycom. (Pre-hire → Active).

Before the First Day

☒ Initial Outreach Email/Call to DVM

- Confirm the DVM's start date, arrival time and who will greet them
- Reminder to bring acceptable documents for I-9 & Veterinary license + DEA copy

☒ Hospital Level Items to Complete

- Prepare schedule and training plan and include key dates
- Set up the workspace and confirm all necessary equipment is available
- Create a file for that DVM in a locked filing cabinet to hold all HR paperwork
- Add them to necessary systems: add to Pulse including adding:
 - veterinary license number
 - signature (for rabies certificate)
 - calendar resource (make sure provider is checked)
 - DVM schedule for next 3 months
 - email Tami Rushing (tami.rushing@wellhaven.com) to be added to Vetstoria
- Add to VRxPro, our online pharmacy, as a provider so they can approve prescriptions
- Create a user account/fingerprint login for Cubex or add as a user if have VetSnap

First Day Tasks

☒ Paycom Tasks

- Activate employee - Resource: [Activate Employee in Paycom Guide](#)
- Complete Section 2 of I-9 (under Checklists)
- Add DVM License & DEA in Form 8 under License Data (Include Issue/Exp dates)
- Complete ESS Training - Resource: [New Hire's First Day Guide](#)
- Show how to clock in and clock out using Badge Number

- Submit a [Marketing Support Ticket](#) to add new DVM to your website

☒ **Hospital Orientation & Tour**

- Introduction to team members, immediate supervisor, & MedOps leader
- Detailed tour: Emergency Exits, Restrooms, Break Room, Exam Rooms, Eye Wash Station, Kennel, Surgery/Treatment Area, Pharmacy, etc.
- Role Specific Training – Resource: [DVM Mentorship Guide & Checklist](#)
- Request WellHaven email, Send support ticket and cc. Jorge Gonzalez