

## Orientation

Before starting work, a mandatory orientation, either individual or group, must be attended. You will also receive a welcome packet which will include requirements to start training.

The following must be completed before or during the orientation:

- 1) Proof of employability
- 2) Insurance forms or waivers (disability, health, life)
- 3) CAHC contract, profile sheet, COBRA notification, master record, copy of medical school diploma
- 4) Tax forms
- 5) Employee medical/dental premium contribution election/refusal form
- 6) Mask fit -testing
- 7) Certifications: Sedation/Analgesia Self-Test; HIPAA training & security, restraints, and ADA
- 8) Connecticut Controlled Substance Registration
- 9) Duty Hour Attestation Form
- 10) Compact Between Faculty and Residents
- 11) Licensure Status Form (if applicable)
- 12) N.P.I. Registration

A resident may begin or continue the program and receive a paycheck only when the requirements are met. Training and employment will not begin or continue if valid proof of employment has not been provided. Only when problems have been corrected and all requirements met may the resident begin or continue training.

Please note the employment requirements and orientation lists are not intended to be comprehensive or complete and there may be other requirements.

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