

Onboarding Condensed Checklist Sessional Instructors

Getting Prepared – Before You Start	Check when Completed
Submitting Your Documents	
The following documents are emailed with Contract, complete and return to Joan Smith , Faculty Coordinator	
• Complete UofC Academic Personal Information Form	<input type="checkbox"/>
• Complete FoN Contact Information Form	<input type="checkbox"/>
• Complete FoN Declaration of Confidentiality for Academic Staff Member	<input type="checkbox"/>
• Complete FoN CSLC Consent and Release Form	<input type="checkbox"/>
• Complete FoN Notice Regarding Requirement for Police Information Checks	<input type="checkbox"/>
• Complete FoN Statutory Declaration Form – NOTE: Only required if you’ve lived in your current jurisdiction for less than 12 months	<input type="checkbox"/>
• Complete HSPnet Instructor Consent Form	<input type="checkbox"/>
• Visit UCalgary HR site and complete the Seven Onboarding Essentials	<input type="checkbox"/>
The following required items (with additional information) are found on our Nursing Onboarding website and should be forwarded to Joan Smith , Faculty Coordinator	
• Proof of degree completion	<input type="checkbox"/>
• Provide CARNA registration number	<input type="checkbox"/>
• Proof of current CPR certification	<input type="checkbox"/>
• N-95 Fit Testing documentation (N-95 Fit Test Instructions) + (Fit Test Form - RFIT-Nursing)	<input type="checkbox"/>
• Police Information Check (Including Vulnerable Sector Check)	<input type="checkbox"/>
• Proof of completion of Sunrise Clinical Management (SCM) Modules	<input type="checkbox"/>
• Complete AHS Confidentiality and User Agreement – after SCM modules completed	<input type="checkbox"/>
• Proof of Glucose Meter Training – inquire with NPCC if needed	<input type="checkbox"/>
• Submit the Immunization worksheet and records including seasonal Influenza to: Staff Wellness	<input type="checkbox"/>
• Proof of completion of Sunrise Clinical Management (SCM) Modules to Rachelle Dahlke , Clinical Placement Specialist	<input type="checkbox"/>
• FoN PEP Microcredentials (required prior to orientation) - Request Access Here	<input type="checkbox"/>