



New Team Member Checklist

Welcome to the Brain Injury Association of Florida, Inc., (BIAF) and thank you for joining our team.

EMPLOYEE INFORMATION

Name: _____ Start date: _____

Position: _____ Manager: _____

FIRST DAY

POLICIES

- Review key policies.
- Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress code
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Visitors
 - E-mail and Internet use

INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel during tour.
- Tour of facility, including:
- Restrooms
 - Mail rooms
 - Copy centers
 - Fax machines
 - Bulletin board
 - Parking
 - Printers
 - Office supplies
 - Kitchen
 - Coffee/vending machines
 - Cafeteria
 - Emergency exits and supplies

ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
- Office/desk/work station
 - Keys
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Business cards
 - Purchase requests
 - Telephones
 - Building access cards
 - Conference rooms
 - Picture ID badges
 - Expense reports
 - Office supplies

SECOND DAY

- Provide employee with Resource Facilitation Policy and Procedures Manual
- Annual Camp TBI Event information and expectations
- Community Events information and expectations
- BI weekly Resource Facilitation Team Meetings
- Monthly All Staff Meetings
- State Wide Support Group attendance

- Monthly Supervision and or Case Review
- Certifications: ACBIS & AIRS Requirements
- CEU's and Professional Development
- Monthly and quarterly in-service trainings related to systems and data base, as needed

- Required Reports
- Monthly Resource Facilitation Call history.
- Quarterly Deliverables
- Introduction to Brain Spinal Cord Injury Program (BSCIP) - (www.doh.state.fl.us)
- Part I Central Registry Referrals
- Part II Paper Closure Referrals
- Direct Referrals from BSCIP Case Managers via fax, phone, and e-mail

THIRD DAY

- Introduction to Access Data Base
- Accessing Data Base
- Utilizing Data Base and recording information
- BIAF 24 Hour Help Line
- Incoming calls answer and response via telephone
- BIAF Help Internet request for assistance
- BIAUSA National Help Line request for assistance
- Direct Internet request

ADDITIONAL MANDATORY TRAINING

- Peace of Mind Florida "Training and Technical Assistance: The continuum" Training **(12 hours via online or face to face)**

COMPUTERS

- Hardware and software reviews, including:
 - Email
 - Intranet
- Microsoft Office
- Data on shared drives
- Databases
- Internet

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