

Administrative Supervision Checklist for Clinician Orientation

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This is a recommended checklist to guide student services administrators in the school division clinical staff on-boarding process. The following topics are recommended for inclusion in orientation both verbally and in written documentation, to facilitate clear and consistent expectations and communication, and to support new staff integration.

	Date Completed	Clinician Initials
School division HR orientation		
HR: Payroll, health benefits, pension		
IT Set up: Laptop, e-mail address, VPN, phone, iPad		
Processes: Leave requests, expense claims		
Identification: Photo, business cards, keys		
Tour of office/schools		
Administrative assistants introduction		
Workplace health and safety, office alarm		
Schedule reporting and expectations (e.g., start/end, lunch)		
Absence reporting		
Meeting schedule		
Annual performance review process		
Materials and resources inventory and locations (e.g., assessment)		
Resources/equipment sign-out process		
Digital/online accounts and subscriptions (e.g., Q-Global)		
Divisional policies		
Service delivery model		
MEECL Inclusion Support Branch Train the Trainer Professional Development		
Online staff/student platform		
Referral process		
School assignments		
Scheduling visits		
Assessment: Process, template, timelines		
Consultation: Process, templates, timelines		
Documentation: Contact notes, progress summary		
Filing: Clinical file format, location, document sharing protocol		
Professional development process and expectations		