

Onboarding Guidelines/Temporary Hires for Nursing

I. PROCESS for Manpower Employee Onboarding

Person(s) Responsible	Process
Clinical Nursing Director	<ol style="list-style-type: none"> 1. Requests candidate application from Manpower. 2. Clinical Nursing Director interviews and extends offer. 3. If candidate accepts, then Manpower will send Unit Nurse Manager an email with candidate's birthdate, Social Security number, and other pertinent information.
Unit AA (or designee)	<ol style="list-style-type: none"> 1. Register Manpower employee in the Internal Revenue System (IRS) to obtain UMHS computer access. 2. The link for the IRS is: <u>Manpower & Patient Attendants:</u> <u>https://irs.med.umich.edu/identity/signin;jsessionid=35B9E86738CB5E4405F143C1CD046106</u> <u>Agency & Temps:</u> <u>https://weblogin.med.umich.edu/nidp/idff/sso?RequestID=idVZj9KBD2R8UmuAP3JpwQMDmA2hs&MajorVersion=1&MinorVersion=2&IssueInstant=2019-10-28T11%3A50%3A05Z&ProviderID=https%3A%2F%2Fmhealth.med.umich.edu%3A443%2Fnesp%2Fidff%2Fmetadata&RelayState=MA%3D%3D&consent=urn%3Aliberty%3Aconsent%3Aunavailable&agAppNa=Lvl2_Account_Request_Tool&ForceAuthn=false&IsPassive=false&NameIDPolicy=onetime&ProtocolProfile=http%3A%2F%2Fprojectliberty.org%2Fprofiles%2Fbrws-art&target=https%3A%2F%2Fvl2.med.umich.edu%2Fart%2F&AuthnContextStatementRef=%2Flevel2%2Fvault%2Fduoweb</u> 3. Screen Shot of IRS page is located in section III.A. 4. You should receive an email within 3 days with your new hire's Unique Name and UMID #
Unit AA* (or designee)	<ol style="list-style-type: none"> 1. Contact MCIT Account Requests for Applications/Systems for Manpower hires (Outlook and MiChart) <u>https://i.med.umich.edu/MCIT/CS/customer/gettingstarted/Pages/AccountRequestsAuthorizedSignersInformation.aspx</u> 2. The Manpower hire's unique name and UMID are forwarded to the new hire along with a "welcome." The new hire then calls MCIT. See section III.B. 3. Send information on parking as follows: Parking information (https://ltp.umich.edu/parking/permit-parking/). 4. Provide form for Manpower hire to obtain ID badge at Key/ID office 5. Enroll Manpower hire into the following:

	<ul style="list-style-type: none"> • MiChart. • MLearning modules as required institutionally and at the unit level. IF you do not see your new hire in MLearning, then email/call HITS to get your new hire into your unit's domain. <p>*Start a blue folder for new hires, including Manpower employee.</p>
ENC (or designee)	<ol style="list-style-type: none"> 1. Receives information on Manpower hire from Unit Nurse Manager 2. (a) Check BLS card for Manpower hire <u>and</u> email his or her name, UMID, expiration date to MLearning. (b) A valid BLS card must meet the following requirements: <ul style="list-style-type: none"> • An expiration date of more than 6 months from date of hire, • Must be completed through the American Heart Association (AHA), and • State "healthcare provider class" on the certificate of completion. • ACLS does not replace BLS 3. Schedule unit orientation (Calling the new hire is recommended to answer questions/concerns).

II. ORIENTATION for Temporary Nursing Employees:

Unit-Based Temporary Nurse	Unit-Based Temporary Assistive Personnel	Manpower Temporary
NEO except for benefits	NEO except for benefits	NEO except for benefits (Complete on-line modules on unit)
CNO (except UMPNC) SPHM Critical Care Orientation (if required by assigned unit)	CNO SPHM	No CNO SPHM
<u>NOTE:</u> IF hired as a permanent, needs to attend UMPNC and NEO in the afternoon. Contact HR.	<u>NOTE:</u> IF hired as a permanent, needs to attend NEO for benefits in the afternoon. Contact HR	<u>NOTE:</u> If hired as a unit-based AP temp or regular employee, then follow steps as a regular or temp Michigan Medicine new hire.