

## ORIENTATION AND ONBOARDING

**New Team Member:** \_\_\_\_\_

**Lab Manager:** \_\_\_\_\_

Welcome to the Snedden lab!

We are excited to have you join our team and hope to make onboarding and orientation as seamless and fun as possible. **Onboarding** steps include mandatory human subjects training and hiring steps with human resources. **Orientation** is devoted to covering introductory material on dementia, research steps, and lab functions.

We have created a series of checklists to ensure you meet all the required compliance measures and gain confidence in foundational lab topics. The lab manager will work with you to check off items once you both feel the topics have been covered thoroughly.

### ONBOARDING CHECKLIST

#### 1) **Human Subjects Training – 6 to 8 hours**

*The lab manager will send instructions on accessing the courses below.*

*These courses must be completed by all members of our lab prior to the first day of work. It is pertinent that you complete these trainings as quickly as possible, otherwise the subsequent onboarding steps will not be possible.*

*Upon completion of each course, please send the lab manager course certificates.*

- CITI Trainings (3)
  - Hours spent on trainings: \_\_\_\_\_
  - Send certificate to lab manager.
- HIPPA Course
  - Hours spent on training: \_\_\_\_\_
  - Send certificate to lab manager.

### ORIENTATION CHECKLIST

#### 2) **In-Person Orientation (2-3 hours, can be split into multiple meetings)**

*The lab manager will work to schedule an in-person orientation with you and any other new lab members. The following items will be covered during the orientation. Please review the list with the lab manager and check off items when confident in the material:*

##### **Introduction to Dr. Snedden Research Program**

- Overall research agenda and future trajectory
- Introduction to research process (Step 3)
  - Review concussion papers
  - Practice writing research questions
  - Snedden Lab welcome powerpoint session

##### **Logistics**

- Complete N699 contract and enrollment authorization document
- Schedule lab hours and meetings
- Submit contact info and resume
- Read red binder
- Identify goals/objectives

- Complete OAR if applicable
- Sign up for Journal Club
- Submit social idea
- Decorate lab station

**Additional Trainings**

- EndNote
- ICJME Authorship guidelines
- Literature Review w/ Mary Hitchcock
- NCBI
- Box
- IRB <https://kb.wisc.edu/hsirbs/17466>

**3) Self-Led Orientation**

*The following items make up the bulk of your orientation. Please complete them at your own pace. A primer will accompany many of the items, so that you can see how the information fits into our overall lab objectives and tasks. Please create a list of questions as you walk through the information. If you are stuck on a certain item, let the lab manager or another research assistant know. After completion of all items, notify the lab manager who will review each topic with you, answering any potential questions and ensuring that you feel confident in the information.*

**Information regarding concussion and lab projects (6-8 hours)**

- [Pediatric nurses' perceived knowledge and beliefs of evidence-based practice in the care of children and adolescents with moderate-to-severe traumatic brain injury](#)
- [Factors Influencing Primary Care Follow-Up After Pediatric Mild Traumatic Brain Injury](#)
- [Adolescent Concussion: Post-Injury Assessment Relationships](#)

**Introduction to lab tasks and methods (4-5 hours)**

- [Introduction](#) to research types and methods:
  - Introduction to nursing theory
  - Qualitative vs. quantitative research
  - Types of Research Studies:
    - Literature searches
    - Systematic review
    - Meta-analyses
    - Meta-synthesis
    - Cohort Study
    - Cross-sectional Study

**GOAL SETTING (1 hour)**

***After completion of all onboarding and orientation steps, please complete***

4) Areas you'd like to learn more about:

5) Learning goals for the next 6 months:

6) Research goals for the next 6 months:

7) Professional development goals for the next 6 months:

## ONBOARDING & ORIENTATION VERIFICATION

**New Team Member:** \_\_\_\_\_

**Lab Manager:** \_\_\_\_\_

*Please sign off when all onboarding, orientation, and goal-setting steps have been completed. Your signature indicates that you feel proper time and attention has been given to each item and that the new team member has the necessary foundational and background knowledge to proceed to the next steps of their position.*

*You will then revisit orientation in 4 weeks to determine if any area needs reinforcement. At this time, also review goals and progress towards these.*

### **New team member**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

### **Lab manager**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

### **Principal investigator**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_