

New Join Staff Must Do List

Staff Name: _____

Rank: _____

For all Staff:

- Infection Control Training/ E-learning
 - Data Privacy E-learning & Quiz
 - Personal Data Collection (Tel., Address, Next of Kin, ID)
 - Vaccination History
 - Mask Fit Test
 - Apply 331, OTMS access right, e-Learning
 - OSH E-learning
 - New name chop
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Nursing Staff only:

- Academic History (Fill in form)
- E-leave System Staff Movement Reporting Form (Fill in form)
- DDA Specimen signature
- SITS Access Right