April 14, 2017

Dear Partner in Education,

Roswell Park Cancer Institute is changing the way it onboards trainees.

In 2016, Roswell Park welcomed over 1000 first-time trainees, ranging from high school students to fellows and visiting professionals, into 62 of our departments and clinics in partnership with over 15 Western New York universities and dozens more across the nation and world. The number of trainees, the numerous partner programs and host departments, and the diversity of their training experiences create an administrative challenge in providing efficient onboarding. This complexity, plus the rigor of our regulatory requirements that impact personnel onboarding drove us to rethink how we manage onboarding communications, information, and efforts across our departments. Our new process involves the following sequence of coordinated stages.

The key changes are as follows:

- For all those beginning or returning for training at Roswell Park after May 1, 2017, the Department of Educational Affairs will no longer be the initial point of contact for onboarding. The onboarding process will now be initiated by the hosting department. **Most importantly for the partners who send trainees to Roswell Park, the initial coordination of new and returning training rotations must now be done directly with the department who will host the trainee.**
- Our Human Resources Department will assume responsibility for contacting and coordinating with the trainee regarding the necessary paperwork, medical clearance, and institute-required training.
Note that this redesigned trainee onboarding process does NOT apply to nursing trainees who have been coordinated through and onboarded by Roswell Park’s Nursing Education office. Nursing programs who send trainees for rotations at Roswell Park will continue to coordinate these rotations directly through the Nursing Education office.

To coordinate workflow across departments and to facilitate gathering of all pertinent information, we have implemented a new Trainee Onboarding Request Form as the required first step for the onboarding of any trainee. This form will be prepared and submitted solely by the Roswell Park department who will host the trainee. The Trainee Onboarding Request Form requires RPCI departments to enter some information they may now rely on our partners to provide, such as:

- The trainee’s full contact information (phone number, email).
- Specific name of residency/fellowship program and PGY for GME trainees.
- Whether a clinical rotation is an assigned/standard or an elective rotation.
- Degree-level being pursued, and in what discipline, where applicable.

To implement these changes, we ask our educational partners to do the following:

- Initiate any coordination of training rotations directly with the Roswell Park department that will provide the training. The host department will prepare and submit the required form to initiate our new process.
- Provide sufficient prior notice. While we will strive to onboard all trainees as efficiently as possible, we cannot guarantee that a first-time trainee will be cleared to begin training on the requested date if we are not provided 30 days notice for University at Buffalo (UB) clinical trainees (exempt from our Health and Fitness Statement requirement) and 45 days for all other trainees. Onboarding timelines can vary significantly due to differing requirements (clinical vs non-clinical; UB versus non-UB, by nature of training), the need for new or updated affiliation agreements, and the timeliness of a trainee in submitting paperwork and securing medical clearance. Trainees who have recently trained at Roswell Park and for whom current onboarding requirements have been met may be onboarded on a more expedited timetable.
- Discard any Health and Fitness Statement forms you have in your possession, and do not provide any trainee with a Health and Fitness Statement. Trainees will receive the revised Health and Fitness Statement directly from Human Resources electronically with their onboarding instructions.
- Do not direct trainees to directly contact either the Educational Affairs or Human Resources offices to request any onboarding. All onboarding will now be initiated by the hosting department via their submission of the Trainee Onboarding Form, and will lead to the Human Resources department contacting the trainee to accomplish all onboarding requirements.
We are looking forward to working with you in implementing our improved process, as we are convinced that our changes will ensure a more uniform, efficient, and reliable means to welcome new trainees to Roswell Park.

Sincerely,

Richard P. Hershberger, PhD, MBA
Chief Academic Officer, Roswell Park Cancer Institute