



APPENDIX U — 12-WEEK ONBOARDING IMPLEMENTATION CALENDAR

A detailed week-by-week roadmap to ensure physicians launch successfully and build early momentum

The first 12 weeks determine long-term retention.

A physician who feels supported, welcomed, and operationally equipped early in their experience is significantly more likely to stay, thrive, and grow within the organization.

This appendix provides a structured onboarding calendar that removes ambiguity, eliminates friction, and sets physicians up for early wins.

Use this as a template for all specialties, with clinical variations as needed.

ONBOARDING PRINCIPLES

Before diving into the calendar, the onboarding process should uphold these five principles:

1. **Clarity** — Clear expectations, workflows, and communication.
 2. **Support** — Visible leadership, operational alignment, mentorship.
 3. **Competence** — EMR training, OR readiness, clinic workflow mastery.
 4. **Connection** — Relationships with staff, peers, leaders, and community.
 5. **Momentum** — Early wins that build confidence and retention.
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WEEK 0 - PRE-START PREPARATION (BEHIND THE SCENES)

Happens before the physician's first day.

Operations

- Clinic schedule built for first 4 weeks
- OR block confirmed
- Preference cards created
- Equipment verified
- Staff assigned
- IT access, EMR login, dictation set up

Leadership

- Welcome email
- First-week agenda
- Mentor assigned
- Leadership rounding plan

Credentialing/HR

- Orientation packet
- ID badge, parking, payroll setup
- Compliance modules queued

WEEK 1 - ORIENTATION & CONNECTION

Goal: Welcome, integrate, set expectations.

Leadership Engagement



- CEO/CMO welcome
- Service-line director meeting
- Daily rounding check-ins

Clinical Support

- EMR basics
- Clinic walkthrough
- OR tour & staff introductions
- First-day shadowing

Community

- Local resource packet
- Housing, schools, and family support contacts

Wins to Capture

- Positive team introductions
- EMR confidence
- Initial connection to leadership

WEEK 2 - SYSTEMS, WORKFLOWS & EMR MASTERY

Goal: Build operational confidence.

Training

- EMR advanced workflow
- Clinic processes
- OR scheduling
- Ordering, referrals, results management

Team Integration



- Regular huddles
- Meeting APP/MAs/RNs for workflow alignment

Leadership Touchpoints

- 2–3 rounding moments
- Action item follow-up

Wins

- EMR documentation speed improving
 - First procedures or clinic sessions supervised
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WEEK 3 - CLINICAL CONFIDENCE & EARLY AUTONOMY

Goal: Begin practicing with increasing independence.

Workload

- First independent clinic days
- First procedural day
- OR onboarding continues

Support

- Assigned clinical “go-to” support staff
- Leadership review of workflow questions

Wins

- First solo patient reviews
 - First OR case with staff feedback
 - Confidence building
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WEEK 4 - PERFORMANCE FOUNDATIONS

Goal: Stabilize and reinforce routine.

Operational

- Review clinic template efficiency
- Review OR block schedule
- Identify barriers (equipment, staff, schedules)

Leadership

- First 30-day review
- Capture wins + address pain points

Mentorship

- Clinical mentorship meeting
- Professional development conversation

Wins

- Operational stability
- Increasing rhythm
- Positive feedback patterns

WEEK 5 - TEAM INTEGRATION & RELATIONSHIP BUILDING

Goal: Strengthen team trust and culture.

Team Integration

- Participate fully in morning huddles
- Review handoff protocols
- Staff connections (RN, MA, schedulers)



Leadership

- Rounding + check-in
- Address unresolved issues

Wins

- Stronger relationships
 - Improved clinic flow
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WEEK 6 - SYSTEM STRENGTHENING

Goal: Remove friction points and reinforce momentum.

Operations

- Review operational bottlenecks
- EMR optimization second session
- Workflow refinement

Leadership

- Confirm emotional/mental load
- Check for burnout signs

Wins

- Notable confidence strides
 - Higher patient throughput
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WEEK 7 - CASE MIX ALIGNMENT & SCOPE REFINEMENT

Goal: Ensure alignment between skill set and clinical reality.

Clinical

- Evaluate case distribution



- Adjust OR case mix
- Provide feedback on procedural readiness

Leadership

- 10-minute service-line huddle
- OR director review

Wins

- Physician feels aligned with expectations
 - Improved case flow
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WEEK 8 - PEER INTEGRATION & COMMUNITY CONNECTION

Goal: Strengthen social and professional belonging.

Professional

- Introductions to other specialties
- Multidisciplinary case reviews
- Hospital committees (optional)

Community

- Invite to social or networking events
- Community partner introductions

Wins

- Stronger peer network
- Increased belonging



WEEK 9— MIDPOINT PERFORMANCE REVIEW

Goal: Evaluate progress and identify growth opportunities.

60-Day Check-In

- Review expectations
- Evaluate performance trends
- Identify frustrations
- Support requests
- Operational fixes

Mentorship

- Goal-setting for next 30–60 days

Wins

- Performance clarity
 - Early wins reinforced
 - Alignment strengthened
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WEEK 10 - PREDICTABILITY & WORKFLOW MASTERY

Goal: Increase efficiency and reduce burnout.

Clinics

- Optimize templates
- Identify patient flow barriers
- Ensure OR/procedure prep is smooth

Support

- Staff engagement



- Equipment updates

Wins

- Higher productivity
 - Less cognitive load
 - Positive patient feedback
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WEEK 11 - ADVANCED INTEGRATION

Goal: Build long-term alignment and engagement.

Leadership

- Future involvement discussion (committees, projects, teaching)
- Compensation model Q&A
- Review call satisfaction

Mentorship

- Case reviews
- Professional development

Wins

- Ownership of role
 - Confidence in expectations
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WEEK 12 - FINAL 90-DAY REVIEW & FUTURE PLANNING

Goal: Lock in long-term success and stability.

Evaluation

- 90-day formal review



- Review metrics and expectations
- Address unresolved issues
- Celebrate wins

Retention

- Evaluate early wins
- Define next 6–12 months
- Identify risk factors early

Celebration

- Welcome announcement
- Team recognition
- Public acknowledgment

The 90-day review sets the tone for long-term retention.

SUMMARY: THE FIRST 12 WEEKS SHAPE THE NEXT 12 YEARS

This onboarding calendar helps organizations:

- Reduce new-physician burnout
- Prevent early turnover
- Increase productivity
- Strengthen culture
- Improve operational consistency
- Build long-term retention and loyalty

A structured onboarding process is a competitive advantage and one of the strongest components of organizational stability.