

All UAMS Faculty Offboarding Checklist

Tasks to complete prior to departure:	Check when completed	Notes
If faculty member is practicing with an educational medical license, ensure the JFR is filled out correctly.		
Complete an HR action form to designate retirement, resignation, reduce FTE %, terminate privileges, keep faculty on as adjunct, or if deceased.		
Submit a MAC (Move/Add/Change http://uams.edu/campusop/depts/pdc/forms/spacerequest.aspx) space request and choose "termination" under employee status.		
Conduct an inventory on computer equipment.		
Collect cell phone and/or pager.		
Collect any additional equipment, such as dictation devices.		
If department paid for faculty parking, contact the parking department for a prorated refund.		
Ensure that lab space has been addressed (if applicable).		
Does position have staff reporting to them who are provisionally funded? If so, remind Department Administrator so plans can be developed.		
Ensure the exit survey has been completed.		
Arrange for faculty member to meet with Employee Services to discuss benefits (retirement, COBRA, etc.)		
Arrange for faculty member to meet with the Office of Faculty Affairs to complete an exit interview.		
Email IT security for involuntary or immediate terminations.		
Enter an IT Service Now ticket to remove access from shared drives/folders.		
Remove faculty member from any email distribution lists and/or contact lists prior to last day of employment.		
Notify Tomika Tate in the Faculty Affairs Office to enter an end date in FacFacts		
Remove faculty member from any departmental letterhead or signage.		
Address any punch code access areas that need to be rekeyed		

Clinical Faculty Offboarding (in addition to tasks listed above)	Check when completed	Notes
Notify Kristine Montgomery (malpractice insurance)		
Remove faculty member from any UAMS Health sites .		
Order patient letter from creative services.		
Transition patient load to other providers.		
Remove preference cards?		
Ensure that patient documentation in the EMR is complete and all charges have been dropped.		

Tasks completed on last day of employment	Check when completed	Notes
Collect employee ID badge and send to slot #564.		
Instruct faculty member to return keys to key shop.		
Is there a phone number that needs to be forwarded or voicemails routed to a different email address?		
Set up auto-reply from email address		

Research Offboarding (for anyone EVER involved in research at UAMS)	Check when completed	Notes
If faculty member has ever been involved in research at UAMS and is part of the College of Medicine, promptly enter resignation into the JFR. If not part of the COM, first notify Dori Scroggins at dori@uams.edu.		
Research materials:		
Inventory any chemicals, and contact OH&S Environmental Programs Manager at 686-6958 for proper disposal or transfer to other labs.		
Inventory biological materials and samples, including animal and human tissues, and contact the Biological Safety Officer at 603-1288 for assistance with proper disposal or transfer to other labs. (Autoclave or make safe by other means before disposal.)		
Inventory radioactive materials and contact Radiation Safety Office (RSO) at 686-7803 to dispose or transfer any of these material.		
Contact Division of Lab Animal Medicine (DLAM) at 686-5255 for appropriate disposition/transfer of animal colonies.		
Identify any incoming Material Transfer Agreements (MTA) under which materials were transferred to the laboratory, and assure any materials covered by such MTAs are disposed of as provided by the terms of the MTAs.		
If transferring animals outside of UAMS, contact cmsimecka@uams.edu.		
Properly package and label for transport any hazardous materials that are to be shipped off-campus. Contact OH&S to ensure packaging and labeling is completed correctly.		
Properly dispose of all DEA controlled substances. Permission to transfer controlled substances must be obtained before transferred to an approved employee. Contact the Research Compliance Office at 686-8062 to begin the process.		
If you are planning to transfer anything outside of the country, immediately contact Export Control at 686-6168.		
If involved in collaborative, bench, or human research, reach out to the Office of Research Compliance for assistance with proper return or transfer of data and materials.		
If involved in human studies, inform the IRB and Office of Research Compliance of intended departure.		

To ensure that the lab is properly cleared/closed:		
Properly clean and decontaminate all lab equipment (including freezers, refrigerators, incubators, and drying ovens), even items that you intend to discard or send to M&R. Send a list of any unwanted equipment to department chair and business administrator.		
Decontaminate equipment that may be contaminated with chemicals, biological material, or radioactive material, and test as necessary to ensure thorough decontamination. Contact OH&S at 526-0000 for assistance.		
All equipment should be properly cleaned/decontaminated prior to removing warning stickers. If equipment contained radioactive materials, contact the Radiation Safety Office at 686-7803.		
Refrigerators and freezers should be cleaned <i>and</i> defrosted. Materials within should be disposed of appropriately (as noted above).		
Identify gas cylinders; store all unreturned cylinders with the valve off and the cap on. Ensure that their contents are properly indicated. Contact NexAir at 501-562-2628 for pick-up of unwanted cylinders.		
If leaving a biosafety lab, contact the Biosafety Officer at 603-1288 for assistance with appropriate decontamination.		
Treat unwanted glassware as sharps; these items should be packaged properly to ensure safe disposal.		
Clean out all laboratory drawers, being sure to avoid sharps. Properly dispose of all sharp items, including glass, pipettes, and syringes, or transfer to another laboratory if unused. Place sharps, including contaminated sharps, in safe containers (sharps container) before disposal.		
Clean and decontaminate all laboratory surfaces.		
Ensure that any equipment belonging to an outside company has been returned. Return any UAMS equipment that was used at outside location back to UAMS.		
Ensure that all materials have been cleared from common areas and shared labs, including off-campus areas such as the VA or ACH.		
Update any emergency contact signage		
Schedule a walkthrough of the lab space with building manager.		

POSSIBLE ADDITIONS:
How are they removed from Find a Doc?
Collect unused business cards?
How to clear out voicemails? (all phones Mitel now?)
Ensure that faculty member has been cleared by the Office of Research Compliance