

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	Practice lead	-14 days
☐ Registration with social insurance and health insurer	Practice manager	-7 days
☐ Obtain proof of measles vaccination under section 20 (9) IfSG	Practice manager	-7 days
☐ Prepare the confidentiality declaration under section 203 StGB	Practice lead	-5 days
☐ Set up access to the practice management system and calendar	Practice manager	-2 days
☐ Workwear, name badge, locker and keys	Practice manager	-2 days

Week 1

Task	Owner	Deadline
☐ Welcome, practice tour, team introductions	Practice lead	Day 1
☐ Sign and file the confidentiality declaration	Practice lead	Day 1
☐ Practice management system training: appointments, patient records, billing	Practice manager	Day 1
☐ Hygiene plan, instrument reprocessing, protective equipment	Hygiene officer	+1 day
☐ Instruction under section 43 IfSG, where applicable	Hygiene officer	+1 day
☐ Radiation protection training, if X-rays are taken in-house	Practice lead	+2 days
☐ Emergency kit, emergency procedure, first aiders, escape routes	Safety officer	+2 days
☐ Phone and reception: greeting, judging urgency, recognising emergencies	Practice manager	+3 days
☐ Accompanied consultation hours, assisting at the treatment chair	Practice lead	+4 days

Month 1

Task	Owner	Deadline
☐ Billing: fee codes, material records, quarterly close	Practice manager	+12 days
☐ Run reception independently, with back-up	Practice manager	+14 days
☐ Ordering, stock, expiry dates	Practice manager	+21 days
☐ Feedback meeting after 30 days	Practice lead	+30 days

Month 3

Task	Owner	Deadline
☐ Identify training needs, plan mandatory briefings	Practice lead	+45 days
☐ Mid-probation review	Practice lead	+60 days
☐ Gather feedback from the team	Practice manager	+75 days
☐ End-of-probation review and decision on continued employment	Practice lead	+89 days