



AI New-Hire Checklist for Long-Term Care Facilities

AI as a New Employee

Think of Artificial Intelligence (AI) as if you were hiring a new employee. Like a new staff member, AI must be carefully onboarded, supervised, given clear responsibilities, evaluated regularly, and—if necessary—coached, promoted, or let go. This mindset helps ensure safe, equitable, and effective AI adoption.

1. Job Description (Scope & Role)

- Define what the AI is hired to do.
- Clarify what it must not do.
- Identify clinical/operational owner.

2. Hiring Committee (Governance Team)

- Clinical champion, Operations lead, IT/security,
- Compliance/privacy, Staff rep, Resident/family voice.

3. Supervisor & Escalation Path

- Who oversees AI performance?
- Clinicians/staff have override authority.
- Defined process/path to pause/rollback responsibilities if unsafe.

4. Onboarding & Orientation

- Pilot phase = probation period.
- Staff orientation: proper use & escalation process if mistakes occur.
- Introduce AI to coworkers (educate about role & limits).

5. Example Success Metrics

- Safety:** errors, false alarms, adverse events.
- Equity:** subgroup performance checks.
- Efficiency:** time saved, reduced transfers.
- Experience:** staff & resident feedback.

6. Probation & Monitoring

- Start small (unit/timeframe).
- Track performance vs. baseline.
- Document issues & corrective actions.

7. Performance Reviews (Governance Committee)

- Daily/weekly: data feeds, alert volumes.
- Monthly/quarterly: accuracy, bias checks.
- Annually/after updates: full re-validation with your data.

8. Reporting & Incident Handling

- Single intake path for issues, fed into governance team.
- Tag incidents as: safety, bias, privacy, utility.
- Corrective actions developed, enacted and logged.

9. Vendor Contracts & Rights

- Require transparency on data use and collection, updates, limitations.
- Advance notice of changes (e.g. PCCP).
- Ensure ownership of local data, decide on exit plan if no longer useful.

10. Promotion, Coaching, or Termination

- Expand use only after proven safe & effective.
- Coach (retrain) as needed.
- Retire if unsafe or no longer beneficial.