

DEPARTMENT ORIENTATION CHECKLIST/REMINDER

Employee Name _____ Hire Date _____
 Department _____ Position _____ Transfer Date _____

This form should be completed on the first working day in the assigned department. The form, complete with all signatures, should be returned to the Human Resources Department within 5 business days.

As the following topics are explained to you, initial and date as indicated below. Sign the bottom of the form and return to your department manager for his/her signature. If topic does not apply to your department/position, mark N/A.

Subject	Initial & Date	Subject	Initial & Date
Review job description and responsibilities: attendance and punctuality standards, how to report unscheduled absences; disciplinary policies, complaint and grievance procedure; performance review procedures, including evaluation dates.		Location of information regarding: Fire Response, Hazardous Materials, Disaster Evacuation, Code Blue, Code Pink. To include staff member's responsibilities. "R.A.C.E." and "PASS" procedures	
Organization of department and function.		Location of fire extinguisher and fire alarms. Nearest fire alarm pull stations.	
Current Performance Improvement department projects/goals, including measures.		Location and review of policy/procedure manuals; department-specific response/roles to different triages and codes.	
Tour of department and location of break areas.		Departmental evacuation plan; wall-mounted evacuation routes	
Hours of work, shifts, schedules, overtime policy		Wall-mounted evacuation routes	
Lunch/break periods and restroom location.		Material Safety Data Sheet	
Time clocks, Kronos edit sheets, paycheck distribution.		Proper response to chemical spills.	
Department work schedule and how to request time off. Method of reporting unscheduled absences.		Procedure of: entry, storage, use, disposal of hazardous substances.	
Intradepartmental communication including department meetings, communication logs, interoffice mail system.		Review of department infection control guidelines (bloodborne & airborne pathogens).	
Usage of hospital telephone; internet and e-mail.		Disposal and definition of sharps.	
Introduction to co-workers and review of their responsibilities.		Protective equipment and barriers.	
Review confidentiality and HIPAA policy binder.		Reporting of a security incident.	
Review of Service Plan or Plan of Care.		Roles of security officers in the provision of staff safety.	
Review of patient abuse reporting.		Review Code Dr. Strong and areas of high risk for violence.	
Body mechanics and ergonomics.		Notification of utility problem/location of important shut-off valves; how to initiate a work order.	
Process and forms for reporting a work injury.		Procedure for electrical safety inspection of new equipment.	
RIR reporting.		Correct use of department machinery/equipment, and protective measures.	
Complete On-line Compliance Training (within two weeks of hire)			

Date Completed _____ Staff Member Signature _____

Dept. Manager Signature _____

Original to Human Resources - Please make copies for department file and for the employee.