

Departmental Orientation Checklist

The department orientation checklist must be completed within 10 days of hire and submitted to Training and Development. Upon entering in education database, Training and Development will forward completed form to Human Resources to be placed in employee's file. You may want to keep a copy for your records.

Employee Name:	Employee Number ID #:
Job Title:	Hire Date: Date: Completed:
Department Name:	Dept Number: Manager:
Employee's Signature:	Manager's Signature:

Department Role	Date	Completed By	N/A
Departmental			
organization			
Role/Scope of service			
Job Performance/			
Expectations	Date	Completed By	N/A
Job description			
Performance Standards			
Behavior Standards			
Probationary period			
Evaluation process			
Confidentiality			
CQI/PI activities			
Corporate Compliance			
Time Attendance &	Date	Completed By	N/A
Payroll			
Time clock and location			
Reporting & correcting			
errors			
Check distribution			
(how, when, where)			
Call-in policy			
On-call pay			
Work Schedule	Date	Completed By	N/A
Hours			
Break time			
Introductions	Date	Completed By	N/A
Management staff			
Coworkers	_		
Tours Work Area	Date	Completed By	N/A
Linen			
Dietary			
Lockers			
Keys			
Break room			
Restroom			
Treatment rooms			
Bulletin board			
Policy manuals			
Fire alarm/extinguisher			
Stairs			
Scavenger hunt			
Intranet Resources			

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Policy, Procedures & Practice	Date	Completed By	N/A
Dress code/uniform			
Personal calls			
Staff meetings			
Ordering supplies			
Code/HarveyBlue Alert			
Restraints			
Pain Management			
Dept. Forms			
HIPAA/Privacy			
Reporting Abuse/Neglect			N1/A
Safety	Date	Completed By	N/A
Evacuation procedure			- 닐
Disaster procedure			
Hazardous materials			
(chemotherapy etc.)			
Negative pressure room			
(TB)			
Radiation/MRI Safety			
Infection Control	Date	Completed By	N/A
Utility rooms			
(clean & dirty)			
Bloodborne pathogens			
(site specific)			
Personal protective			
equipment			
Equipment	Date	Completed By	N/A
Medication system			
Photocopier			
Crash cart			
Telephone & Fax			
Paging system			
Supply system			
Pneumatic tube			
Defibrillator			
Miscellaneous	Date	Completed By	N/A
Physician's pager			
numbers			
Directory for all			
departments			
Outside Services			
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