

GORDON HOSPITAL

Orientation Outline and Checklist

Name _____

Date _____

Place a mark beside each topic when it is covered.

1) ADMINISTRATION

- _____ Welcome
- _____ Hospital Mission and Goals

2) EMPLOYEE HEALTH

- _____ Immunizations
 - Hepatitis B Vaccine
 - MMR
 - Varicella
 - Tetanus – Diphtheria/Tdap
 - Influenza
- _____ Employee Injury Report
- _____ Work restrictions during illness
- _____ Returning to work after illness - who to report to
- _____ Frequency of required employee physicals
- _____ Worker's Compensation
- _____ Latex Allergies
- _____ Blood/Body Substance Exposure
- _____ Wellness Program

3) INFECTION CONTROL

- _____ Bloodborne pathogens/exposure control plan
- _____ Infectious Disease Process
- _____ Importance and correct technique for hand hygiene
- _____ Standard Precautions/Cough Etiquette
- _____ Proper disposal of biohazardous waste/sharp safety
- _____ Sanitation
- _____ Transmission Based Precautions
- _____ Isolation sign/manual
- _____ MDROs
- _____ Tuberculosis

4) QUALITY/RISK MANAGEMENT

Risk Management

- _____ Definition of Risk Management

- _____ Confidentiality
- _____ Occurrence Reporting
- _____ Sentinel Events
- _____ Quality/safety Concern Reporting
- _____ Documentation Guidelines

Performance Improvement

- _____ Accreditation
- _____ Definition of Performance Improvement
- _____ PI Model
- _____ Quality Responsibility
- _____ National Patient Safety Goals

5) LIFE SAFETY CODES

- _____ Emergency phone number
- _____ Identify steps to follow in the event of a fire
- _____ Evacuation procedures
- _____ Identify types of fire extinguishers and their use
- _____ Name location of fire exits, extinguishers and alarms
- _____ Security sensitive areas

Emergency Operations Plan

- _____ Code Blue
- _____ Code Blue PALS
- _____ Code Red (fire plan)
- _____ Code Gray
- _____ Code Gray Bravo
- _____ Code Pink
- _____ Code Green
- _____ Code Orange
- _____ Code Triage
- _____ Disaster Plan Activation

6) HAZARDOUS MATERIALS MANAGEMENT

- _____ OSHA's Hazard Communication Standard/"Right to Know" law
- _____ Identify keywords on hazardous materials labels
- _____ Identify possible health hazards associated with hazardous materials
- _____ Safety Data Sheets (SDS)
 - _____ Content of SDS
 - _____ Where are they kept?
- _____ Importance of labels
- _____ Handling of hazardous materials spills

7) PERSONNEL HUMAN RESOURCES

- _____ "Personnel Employee Handbook" given to read after orientation
 - _____ I.D. Badge
 - _____ Dress Code

- _____ Entry period
- _____ Evaluations
- _____ Termination Notice
- _____ In-house transfer from one job/department to another
- _____ No Smoking Policy
- _____ Harassment
- _____ Communication/Email
- _____ HR Online
- _____ Employee Benefits
 - _____ Signing up for benefits
 - _____ PDO Reserve
 - _____ Discounts (meal, gift shop, inpatient/outpatient services)
 - _____ Direct Deposit
- _____ Valic Representative (Retirement Benefits)

9) PAYROLL

- _____ Procedures for clocking in and out
- _____ Beginning and ending of pay period
- _____ Length of pay period
- _____ Does the hospital hold a weeks pay?
- _____ Paid days off (PDO)
- _____ Do part-time employees accrue PDO?
- _____ Rate of PDO accrual per pay period

10) CHAPLAIN

- _____ Duties of the Chaplain
- _____ Staff Devotions
- _____ Ethics Committee and Process
- _____ Christian Service Committee
- _____ Advance Directives
- _____ One – 2 – One Fund
- _____ Health Education
- _____ Patient Rights and ethical aspects of care

I have read the General Orientation Manual and have no further questions at this time.

Employee Signature

HR Employee