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 – Diptheria/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

Revised 5/31/16
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

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____ 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

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