Agency Staff Online/Department Orientation Checklist
(All Contracted Colleagues)

Colleague: Check as you complete the checklist.

PLEASE NOTE: This completed Orientation Checklist must be returned to Human Resources within 7 days of hire date.

<table>
<thead>
<tr>
<th>Colleague’s Name</th>
<th>Start Date</th>
<th>Department Name/Worksite</th>
<th>Discussion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleague’s Signature</td>
<td>Date</td>
<td>On-Site Department Orientation-Cont Review in Department on First Day</td>
<td>Discussion Date</td>
</tr>
</tbody>
</table>

All Contracted Colleagues must complete:
- Department Overview
  - Scope and Hours of Service
  - Department Strategic Goals
  - Patient & Family Experience/Living the Values at the department level
  - Key People/Contacts in Department
  - Department Discussion of HIPAA issues
  - Patient Rights & Responsibilities
  - Current Performance Improvement/Quality Goals and initiatives
  - Dress Code and Uniforms

- Facility Tour
  - Building & Department Tour
  - Restrooms & Lockers
  - Parking
  - Disposal Containers
  - Work Station & Supplies

- Communications
  - Computer (Access, Training and Policies)
  - Intranet/Internet
  - HealthStream (Learning Management System)
  - Telephone, Cell phone & Paging System Use
  - Pneumatic Tube System
  - Unit/Staff Meetings
  - Communication Boards

- Work Schedule – Time Recording
  - Normal Start and End Times, Overtime
  - Procedures for being away from work station
  - Breaks and Lunch
  - Call-In Procedure

- Safety & Department Procedures Related to National Patient Safety Goals
  - General Policy & Procedure (P&P) resources*
  - Safety & Infection Control P&P resources*
  - Safety Data Sheets*
  - Needle Disposal*
  - Personal Protective Equipment (PPE)*
  - Occurrence/Incident Reports
  - Emergency Procedures Reference Chart*/Department Specific Procedures
  - Utility Failure Procedures, nearest power failure phone
  - Fire Extinguishers, Alarm Box/Station, Exits
  - Eyewash station Use
  - Panic Buttons & Security Alarms
  - Flashlights & Batteries

- Supplies – Security & Storage
- Equipment Care & Maintenance
- Job Specific Orientation
  - Job Description
  - Review Orientation Competencies (Competency Based Orientation Tool if applicable)

Colleague’s Signature | Date
Validator’s Signature | Date

Continue to next column

Colleague/Supervisor: All entries with an (*) are to be completed prior to the Colleague starting work in the department.