

STUDENT DEPARTMENT ORIENTATION – Required Checklist

<p style="text-align: center;">THIS INFORMATION IS MANDATORY!</p> <p>It is mandatory that shaded items be completed PRIOR TO EMPLOYEE/STUDENT BEGINNING JOB DUTIES. Indicate date reviewed in boxes at right.</p> <p>(MGR) indicates the information that must be given by manager to new Employee/Student.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">NAME</td> <td style="width: 40%;">EXTERNSHIP START DATE</td> </tr> <tr> <td>DEPARTMENT</td> <td>FACILITY</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>ANTICIPATED END DATE</p> </td> </tr> </table>	NAME	EXTERNSHIP START DATE	DEPARTMENT	FACILITY	<p>ANTICIPATED END DATE</p>	
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DEPARTMENT	FACILITY						
<p>ANTICIPATED END DATE</p>							
<p>ENVIRONMENT OF CARE (MGR) GENERAL SAFETY (related to assigned duties) Reporting Safety Hazards to Manager/Designee Reporting Industrial Injuries to Manager/Designee within 24 hrs. Reporting Unusual Occurrences to Manager/Designee Reviewed Environment of Care Manual & Rainbow Chart Workplace Safety Program: Ergonomic Practices/Policy Reducing your risks-stretch breaks Sign/symptoms & getting help</p>	<p style="text-align: center;">THE FOLLOWING INFORMATION MUST BE COMPLETED AND FAXED TO (510) 675-6673 WITHIN 3 DAYS OF EXTERNSHIP STARTING.</p> <p style="text-align: center;">Indicate date reviewed in boxes – Student and Manager/Assistant must sign at bottom.</p>						
<p>DEPARTMENT HAZARDOUS MATERIALS – RIGHT TO KNOW Presence of hazardous materials in work area Location/availability of Hazard Control Program List to hazard substances, MSDS sheets/labeling of hazard products-review content - include physical, health hazard Safe work practices – use of PPE, engineering controls, detecting hazards in your work area (i.e. monitoring devices, odors, spills etc.)</p>	<p>DEPARTMENT ORGANIZATION/SERVICES (MGR) Department Mission Department Goals for Year Department Hours/Services Provided Department Customer Service Expectations Current Customer Service Issues Tour of Department Outline of Department Organization Relationship of Department to other Departments in the Medical Center People Pulse-current results and plan</p>						
<p>DEPARTMENT INFECTION CONTROL POLICIES/PRACTICES Prevention & control of infections Transmission of infection between staff & patient Hand Hygiene/Artificial Nail policy Knowledge of universal/standard precautions Knowledge of isolation used in dept. Knowledge of exposure control plans Bloodborne pathogens Location of personal protective equip (PPE), engineering controls Use of sharps safety devices, sharps containers, PPE Knowledge of post exposure procedures Tuberculosis Respirator fit testing required Y/N (complete prior to pt. care)</p>	<p>DEPARTMENT POLICIES (MGR) Attendance/Punctuality Professional Conduct/Appearance Guidelines Telephone Courtesy EEO/AAP Safety Policies/Practices</p>						
<p>DEPARTMENT DISASTER PLAN (MGR) Employee/Student's Role/Response to Disaster Department Recall Location of Equipment (i.e. bypass phones, evacuation chair) Review of Codes/Procedures</p>	<p>DEPARTMENT WORK PRACTICES (MGR) Hours of Work/Work Schedule Lunch/Breaks (approval for missed breaks) TIME Reporting System Overtime Policy Request for Time Off (Vacation, Holidays, Education) Sick Leave/Leave of Absence Personal Telephone Calls Emergency Calls Communication Systems (Staff Mtgs., Mailboxes, etc.) Phones (Phone Mail) Internal phone system Security Awareness/Practices (Wearing Name Badge, Secured Areas, Keys, Access Cards, etc.) Escort Services</p>						
<p>DEPARTMENT LIFE SAFETY/FIRE PLAN Location of Fire Alarm Boxes, Fire Extinguishers. <u>PASS</u> Department Evacuation Route/Map-where to meet. <u>RACE</u> Employee/Student's Role/Response to Fire/Drills</p>	<p>DEPARTMENT EQUIPMENT Policies & Procedures Safe & Effective Use (Function of Equipment and Potential Risks) Use of Medical Equipment / Equipment Alarms Location of Emergency Equipment & Emergency Power Source Biomed Service Request</p>						
<p>FACILITY TOUR</p>	<p>DEPARTMENT QUALITY ASSESSMENT & IMPROVEMENT ACTIVITIES (MGR) Focus PDCA/Current Department Activities Employee/Student Role in Current Activities HIPAA (Health Insurance Portability And Accountability Act)</p>						
<p>EMPLOYEE / STUDENT SIGNATURE</p>	<p>INFORMATION SYSTEMS (MGR) Confidential Handling of Information Check system(s) used by Employee/Student: _____ PARRS _____ REGPLUS _____ Lotus Notes _____ ADT _____ OTHERS Electronic Usage Policy</p>						
<p>MANAGER / DESIGNEE SIGNATURE</p>	<p style="text-align: right;">REV .06/11: DEPARTMENT ORIENTATION</p>						