



This orientation checklist is a great place to start for important “to-do” tasks to get you started on your next steps at Wellstar. It will help facilitate the onboarding process and power your success as you orient to your role and facility. Make sure to talk with your manager about onboarding tasks specific to your role and department.

**Department/Unit Checklist**

**Review Immediately Upon Assignment**

- Attended Facility Orientation
- Completed Facility Tour
- Completed Department Tour
- Review Department Org Structure
- Introductions to Department
- Introductions to Unit/Team
- Location of dirty utility/clean supply rooms
- Department Security
- Review Dress Code: including hair/jewelry/nail expectations
- Review Emergency Equipment and Manual
- Review Confidentiality Policy
- Review Smoking Policy
- Review Parking Policy
- Review Policy Tech
- Overview of Performance Improvement Boards
- Review Patient Rights
- Review Accreditation
- Medical Interpretation Services

**Safety**

- Fire Plan
- Location of shut off valves
- What to do re a chemical spill
- Knowledge of different codes
- Alarms
- Equipment/Extinguishers
- Evacuation Plan
- Codes
- MSDS/Hazardous Materials

**Risk Management**

- Corporate Compliance
- How to access Safer Reports
- SAFER Reports/Unusual Occurrences
- Work related injury and/or illness

**Department/Unit Checklist**

**Time and Attendance**

- Clocking In (UKG)
- Clocking In (Timeclock)
- Calling out Contact \_\_\_\_\_
- PTO Requests
- Leave of Absence/FMLA
- Meals and Breaks
- Schedule (Smart Square)
- Paydays

**Education**

- Workday – computer-based training
- Education requests
- Staff meetings
- Annual Requirements – GAMES
- Annual Requirements – Health Assessment

**Infection Control**

- Bloodborne pathogen plan
- Tuberculosis plan
- Personal Protective Equipment

**Isolation Precautions**

- Biohazardous waste

**Other (if applicable)**

- Charting Documentation (EPIC)
- Medication Requests and Physician Orders
- Call System (Ascom, overhead paging)
- Medical Services Interpretation
- Location/use of refrigerators, cleaning of
- Elements of Survey Recovery



**Department/Unit Checklist**

- Attended Facility Orientation
- Safety Orientation to the unit
- Verification of unit specific clinical competencies
  - Covid-19 skills training
  - Unit Code Expectations
  - Palliative Care orders/processes
- Provided clinical decision support resources
- Orientation provided to equipment (IV machines, enteral feeding, ventilators, etc.)
- Review key Department or Unit procedures
- Review Lab and Blood product procedures
- Review medication administration and access to pharmaceutical storage carts
- Training on communication systems
- Review chain of command
- Review staffing model
- Review ancillary and staff roles supporting the unit
- Review PPE Procedures specific to unit including donning/doffing
- Explain handoff and change of shift protocols, daily rounding practice/composition
- Review record keeping/progress notes
- Leader reviewed Preceptor or buddy assignment
  - My schedule mirrors that of my preceptor or buddy

## Department and Unit Orientation Checklist

Employee Name:	Employee ID Number:
Facility:	Department:
Department Number:	Employment Date:
Job Title:	Fulltime    Parttime    PRN (circle one)

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Team Member Signature \_\_\_\_\_ Date \_\_\_\_\_