Wellstar HEALTH SYSTEM

New Team Member Orientation Checklist

Name:	Employee ID:
Facility:	Department:
Department Number:	Employment Date:
Job Title:	Circle one: Fulltime Part time PRN

Attended Facility Orientation
☐ Complete Facility/Department Tours
☐ Review Department Organizational Structure
☐ Introduce to Department Leadership and Team
☐ Orient to Department/Unit Security Procedures
☐ Review Dress Code and Professional Appearance
☐ Confirm Badge Received

Workplace Policies & Expectations
☐ Review Confidentiality and HIPAA Policy
☐ Review Smoke-Free Campus Policy
☐ Review Parking Policy and Access
☐ Access PolicyTech for Organizational Policies
☐ Review Patient Rights and Responsibilities
☐ Overview of Visual Management Boards (if applicable)

Risk & Incident Reporting
☐ Overview of Corporate Compliance
☐ Reporting Process for SAFER Reports/Unusual Occurrences
☐ Procedure for Reporting Work-Related Injury or Illness
☐ Biohazard Waste Disposal Procedures

Time, Scheduling, & Pay
☐ Clocking In/Out
☐ Call-Out Procedure: Contact_____
☐ Requesting PTO and Leave of Absence (FMLA)
☐ Meals and Breaks Policy
☐ Scheduling Overview (Smart Square, if applicable)
☐ Review Pay Schedule and Paydays
☐ Schedule Check-in Meetings

Education & Development
☐ Access Workday for Required Training
☐ Education Requests and Resources
☐ Attend Staff Meetings (or informed of schedule)
☐ Review Compliance and Health Assessment Requirements
☐ Biohazard Waste Disposal Procedures

Role-Specific Systems (If Applicable)
☐ Introduction to Electronic Health Record
☐ Documentation (e.g., Epic)
☐ Medication Safety and Administration Procedures
☐ Call Systems
☐ PPE use and location

Department Checklist
☐ Tour home department and surrounding areas (restrooms, breakroom, emergency exits, etc.)
☐ Assign workstation/desk/locker
☐ Department bulletin boards and info
☐ Safety Orientation to the department if applicable
☐ Process for lost badge or access issues
☐ Overview of department equipment
☐ Verification of unit-specific clinical competencies
☐ Use and maintenance of department-specific technology/equipment
☐ Training on communication systems
☐ Verify e-mail access
☐ Review departmental leadership structure
☐ Review ancillary and staff roles supporting the unit
☐ Explain handoff and change of shift protocols, daily rounding practice/composition
☐ Leader reviewed Preceptor or Onboarding buddy assignment
☐ Schedule matches preceptor/trainer when applicable

Team Member Signature _____Date_____

Hiring Leader Signature _____ Date _____