

New Team Member Orientation Checklist

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|---------------------------|--|
| 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 _____