Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each new staff member and their immediate supervisor are required to **complete this Orientation Checklist** before starting work. After all the topics below have been reviewed and are clearly understood by the employee, please sign below and return to Manager/Supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY POLICY/PROCEDURE** | **Initials** | **LOCAL TOUR** | **Initials** |
| Mission, vision and values of the organization |  | Exits, stairwells, access points |  |
| Sensitivity to cultural and religious diversity |  | Fire pull stations |  |
| Relevant policies and procedures related to performing the duties of the position |  | Extinguishers |  |
| **GENERAL POLICY/PROCEDURE** |  | Emergency eye wash stations |  |
| Role and responsibilities of the individual |  | Locations of personal protective equipment |  |
| Patient rights and patient consent |  | Other: |  |
| Patient safety |  | **SAFETY/EMERGENCY PROTOCOLS** |  |
| Patient identification |  | **First Aid:** Calling for first aid |  |
| Patient confidentiality |  | Location of FA/Crash cart equipment |  |
| Information management processes and systems |  | **Fire:** Acronym RACE |  |
| **SAFETY** |  | Evacuation procedure/Your role/Muster |  |
| Management of infectious materials including routine precautions, needle stick injury protocol, personal protective equipment |  |  |  |
| Sharps handling and disposal |  | **QUALITY** |  |
| **WHMIS:*** Accessing MSDSs
* Safe work procedures for hazardous products in workplace
* Location of spill kit
 |  | Orientation and training is provided to existing staff in response to the changing roles, technology, competency demands, laws and regulations or after an extended absence. |  |
| **Personal Protective Equipment:*** Infection prevention and control
* Gowns/gloves/masks and use
* Clothing (as applicable)
* Eye protection
* Footwear policy
* Respiratory Protection Program (includes fit testing
 |  | * Imaging system and ancillary equipment use, maintenance and safety features
* Information management system functions relevant to position
* Quality improvement methods and tools
* Continuing education
 |  |
| Injury prevention and reporting staff injuries |  |  |  |
| Management of aggressive behavior |  |  |  |
| Violence and harassment in the workplace policies |  |  |  |

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_ Date (yyyy-mm-dd): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_ Date (yyyy-mm-dd): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_