

## Central Texas Region Unit Specific Orientation Checklist

Name: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

 Status:     FT     PT     PRN         Contract     Agency     Student     Volunteer/ Jr. Volunteer

UNIT SPECIFIC ORIENTATION	Date Completed	Employee Initials	Supervisor, Manager or Educator Initials
<b>WELCOME</b>			
▪ Baylor Scott & White Health's Mission, Vision, and Values and how your daily work and responsibilities are interconnected in helping us achieve our Vision 2020 and departmental goals.			
▪ Department Mission Statement, Goals and Scope of Services			
▪ Your role and responsibilities to our patients and co-workers in providing Extraordinary Service			
▪ Receive a copy of your Job Description and discuss performance expectations			
▪ Share and discuss your alignment goals with staff member (within first week).			
▪ Conduct two way conversation within first 30 days with staff member			
▪ Enter goals into myPerformance			
▪ Discuss supervisors method of providing ongoing performance feedback			
▪ Discuss Annual Performance Process			
▪ Staff Reward & Recognition Motivation Sheet			
▪ Department dress code			
▪ Confidentiality of Personnel Records			
▪ Ethics/Staff Rights			
▪ Work Hours/Lunch Time/Breaks/ Call in Procedure			
▪ Scheduling and request for time off process			
▪ Procedures for Holidays, Vacation, FMLA.			
▪ Attendance/Work Hours Recording/KRONOS Clocking Instructions/Overtime Approval/Pay Periods/Pay Days			
▪ Licensure/Certification (Obtain copy of current license and/or Certificates for department file, send copy to HR)			
▪ Training Schedule (any classes and on-the-job training: who, what, where, when)			
▪ Employee competencies (i.e. Age Specific, computer skills, and education requirements)			
▪ Initial skills assessment completed (maintained in unit files).			
▪ Discuss department Quality Initiatives and Performance Improvement Plans.			
▪ Introduction to staff, facility/area tour and location of department manuals, policies and procedures.			

ENVIRONMENT OF CARE	Date Completed	Employee Initials	Supervisor, Manager or Educator Initials
<ul style="list-style-type: none"> <li>▪ Discuss the area and job specific safety; review applicable policies or protocols</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Review various codes for External Emergency Conditions and how to respond               <ul style="list-style-type: none"> <li>▪ Severe Storm Watch/Warning</li> <li>▪ Tornado Watch</li> <li>▪ Tornado Warning</li> <li>▪ Severe Storm/Tornado Clear</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>▪ Discuss sensitive security areas or your department specific security procedures, and workplace violence procedures.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Precautions for selecting, handling, storing, using and disposing of hazardous materials discussed; reviewed emergency procedures for hazardous materials and waste spills or exposures including the reporting procedures; Material Safety Data Sheets (MSDS) location and content discussed; reviewed chemical/product checklist or inventory and department specific/unique hazards; applicable policies or protocols reviewed.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Explain the department / individual roles and responsibilities for all emergency codes, including disaster situations; applicable policies or protocols.               <ul style="list-style-type: none"> <li style="width: 33%;">▪ Dr. Red</li> <li style="width: 33%;">▪ Dr. Spill</li> <li style="width: 33%;">▪ Dr. Black</li> <li style="width: 33%;">▪ Dr. Blue / Pedi Blue</li> <li style="width: 33%;">▪ Dr. Armstrong</li> <li style="width: 33%;">▪ Dr. Purple</li> <li style="width: 33%;">▪ Dr. Fleet</li> <li style="width: 33%;">▪ Dr. Silver</li> <li style="width: 33%;">▪ Adam Alert</li> <li style="width: 33%;">▪ Dr. Rapid</li> <li style="width: 33%;">▪ Dr. Pink</li> <li style="width: 33%;">▪ Full Alert</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>▪ Review Life Safety (fire drills, fire alarms, fire extinguishers, and evacuation routes/exits.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Review the acronyms RACE and PASS</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Medical or job related equipment operation demonstrated; basic operating instructions, computers and other electrical equipment.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Discuss capabilities, limitations, emergency procedures, emergency shutoff controls and problem reporting for utility systems (clinical or job related) applicable policies or protocols.               <ul style="list-style-type: none"> <li>▪ Contact Customer Service Center for any utility failure: 254-724-2216</li> </ul> </li> </ul>			
<b>INFECTION CONTROL</b>			
<ul style="list-style-type: none"> <li>▪ Review Blood Borne Pathogens, Universal Precautions/Personal Protective Equipment (location, acquisition, use)</li> </ul>			
<ul style="list-style-type: none"> <li>▪ TB Control</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Procedures for Handling Accidental Exposure</li> </ul>			
<b>PATIENT CARE / SAFETY</b>			
<ul style="list-style-type: none"> <li>▪ Discuss the S&amp;W Patient Safety Program</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Discuss Medication Safety</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Restraints / Falls / Decubiti Care</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Proper Documentation</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Patients Rights</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Pain Management</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Confidentiality of Medical Records</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Patient Complaint Management</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Review Business Continuity Downtime  <a href="http://insite.sw.org/web/iwcontent/private/Policies/pdf/InformationServices/x-3003-26-100.pdf">http://insite.sw.org/web/iwcontent/private/Policies/pdf/InformationServices/x-3003-26-100.pdf</a> </li> </ul>			
<ul style="list-style-type: none"> <li>▪ Other</li> </ul>			

Place original in employees' Individual Competency Record (ICR).