MISSION HOSPITALS
DEPARTMENTAL ORIENTATION RECORD

NAME:_____ DATE OF HIRE:_____

TITLE:_____ DEPARTMENT: _____

DATE ATTENDED GENERAL HOSPITAL ORIENTATION: (new hires)_____

This checklist is to be completed within two weeks of employment or transfer to ensure the new staff member has been properly oriented into the department. Department specific orientation checklists/competencies should also be completed and maintained in the departmental file, along with this record. Attendance at General Hospital Orientation (GHO) is required.

First Day in Department:	**Date Completed:**	**Verified By:**
Introduction to Department to include co-workers, physical layout, entrance/exit, restrooms, lockers, bulletin boards, dining facilities		
Departmental Safety Education completed		
Work schedules/office hours – include clock in/out, work schedules including where and when posted, meal/coffee breaks, PTO/holiday scheduling, tardiness/absence policy – who/how/when to contact supervisor		
Introduction to department mentor or preceptor		
By End of First Week:		
Role description and performance evaluations		
Personal appearance, dress code, I.D. badge		
Special pay practices – overtime, shift differential, call pay		
Pay check/voucher distribution		
By End of Second Week:		
Telephone/pager use – how to answer phone, transfer calls, phone mail, personal phone calls		
Departmental Organizational Chart		
Departmental Goals and Objectives		
Focus – PDCA		
Location and explanation of Administrative, Human Resources, Safety, Infection and Departmental policy manuals		
Staff meeting, travel and education		
Policy on gifts/solicitations		
Confidentiality		
Policy on conflict of conscience		
Signs and symptoms of abuse and neglect (clinical only)		

Staff Member Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

Content Manager: Nancy Rankins
Last Updated: June 29, 2007