YUKON-KUSKOKWIM HEALTH CORPORATION

Corporate Orientation Check List

Employee Name: _____ **Department:**_____

Job Title:_____ **Date of Hire:** _____

Upon completion, make copy for department and send original to the Human Resources Department.

	Item	Instructor/ Employee Initial			Item	Instructor/ Employee Initial	
	General Corporate Overview				**Safety Overview**		
1	YKHC Organizational Chart			29	Tobacco Free Facilities		
2	ID Badge			30	Employee Health Clearance		
3	Corporate Policies and Procedures			31	Code Red-Fire Alarm Response		
				32	Location of Fire Alarm Pull Boxes		
	Department Overview			33	Location of Fire Extinguishers		
4	Introduction of Department Manager/Staff			34	Hazardous Communication		
5	Department Role in Support of YKHC Mission			35	Material Safety Data Sheet (MSDS)		
6	Department Organizational Chart			36	General Safety		
7	Departmental Policies & Procedures			37	Personal Protective Equipment (PPE)		
8	Departmental Meetings/Minutes/Memorandums			38	Lock Out/Tag Out		
9	Department Projects/Work Groups			39	Security Doors		
10	Confidentiality			40	Body Mechanics/Back Injury Prevention		
11	Telephone Use (Directory, Long Distance, Personal, Voice Mail, Emergency)			41	Unusual Occurrence Report (UOR)		
12	Computer Use Policy			42	Evacuation Procedures		
13	Equipment Use/Maintenance			43	Internal		
14	Key Control			44	Code Orange – Hazmat Spill		
15	Uniforms/Dress Code			45	Code Pink – Abduction – Infant		
16	Mail			46	Code Purple – Abduction – Child		
17	Parking			47	Code Silver – Civil Disturbance – Weapon		
18	Corporate Forms			48	Code Gray – Civil Disturbance		
19	Materials & Supplies			49	Code Blue – Medical Emergency		
20	Initial Evaluation/Competency			50	Code Yellow – Bomb		
21	Performance Expectations						
22	Performance Improvement				**Additional Department Specific Items**		
23	Hours of Work/Reporting Absence from Work			51			
24	Requesting Time Off			52			
25	Meals			53			
26	Pagers & Use of Paging System			54			
27	Department/Facilities Tour			55			
28	Travel			56			
				57			
				58			
				59			
				60			

Item No.	Comments

Supervisor Signature: _____ Initial:_____ Date: _____

Employee Signature: _____ Initial:_____ Date: _____

YUKON-KUSKOKWIM HEALTH CORPORATION

Medical Staff New Hire Check List
8/10/17

Employee Name: _____   **Department:** _____

Job Title: _____   **Date of Hire:** _____

		Initials			Initials
	Prior to Arrival			**On Arrival**	
	Confirm credentialing and privileging			Assign a desk	
	Confirm Alaska licensure			Set up phone and voicemail	
	Give copy of privileges granted			Issue pager	
	Confirm Medicare/Medicaid enrollment			Order business cards	
	Make housing arrangements			Assign a mailbox	
	Arrange travel/relocation			Add to email groups	
	Forward security access to IT			Plan welcome party	
	Complete employment contract and retention agreement			Send out e-mail to staff re: new hire	
	Do background check			Complete Personnel Action Form	
	Schedule corporate training			(Coding training)	
	Schedule technology training			Telemed training	
	Schedule RAVEN training				
	Order name plates for rooms and desk (3)			**Access & Passwords**	
	Schedule orientation			VACTRAK	
				eRad	
				PowerChart and FirstNet	
	Corporate Orientation			Computer login	
	New Employee Orientation (NEO)			ANMC PowerChart Outreach	
	Get computer access			NIH/IHS Medical Library	
	Technology training			VIDYO training and access	
	Employee Health appointment				
	W-4			**CHSB Orientation (half day)**	
				Behavioral Health	
	Hospital Tour/Orientation/Overview of Services			CHAP	
	Radiology (include eRad training & password)			Dental	
	Pharmacy			Optometry	
	Nicotine Cessation			OEH	
	Diabetes				
	Impact			**Introductions**	
	HIM/Medical Records			VPHS	
	Physical Therapy			CEO	
	OB/NW/ER/Clinics/Specialty - 30 minutes with each manager			Patient Care Services Administrator	
	Lab			QI Administrator	
	Case Managers			Chief of Staff	
				Chief Nurse Executive	
	Clinical Services/Department Orientation			Medical Staff President	
	Review Clinical Guidelines			Service Chiefs	
	Review intranet resources Wiki, up to date, etc.				
	Review job duties and Wiki orientation			**Community Orientation (full day)**	
	View cultural orientation utube on Wiki			Office of Children's Services (OCS)	
	eRAD and Access			Tundra Women's Center (TWC)	
	Complete Department Orientation Checklist (attached)			Children's Advocacy Center) CAC	
				Bethel Family Clinic (BFC)	
				Prematernal Home	
				Public Health (PH)	
				McCann	
				Residential Diagnostic & Treatment (RDT)	
				Long Term Care (LTC)	
				PATC	
				Crisis Respite Center (CRC)	

Supervisor Signature: _____   Initial:_____   Date: _____

Employee Signature: _____   Initial:_____   Date: _____

Medical Staff Department Check List

08-10-17

Employee Name: _____

Job Title: _____

Department: _____

Date of Hire: _____

	Initials
Pediatrics—Outpatient and Hospitalist	
Peds Folder access	
Meet Chronic Peds Case Manager	
LifeMed – tour hangar	
WIC	
FIT	
Add to email groups: Peds Group, Hospitalist Providers, Family Med.Providers	
Set up Proxie Filters and Patient List Access for PedsPeds, OB, Newborn, Alert	
Family Medicine Hospitalist	
LifeMed – tour hangar	
WIC	
Add to email group: Hospitalist Providers	
Set up Proxie Filters, AFCHAN Folder Access	
Outpatient	
NEO	
Hospital Tour	
ERAD Training and Password	
Pharmacy	
Nicotine Cessation	
HIS training and obtaining Provider Code	
Physical Therapy	
PTO/CME Planning and Travel Reimbursement Orientation	
Coding Training	
Telemed Training and Ereferral Training	
Outpatient Provider Orientation Manual Training	
ANMC – Powerchart/Provider Portal SARF	
Computer Orientation – Provider Schedule, Calender, Document Library	
I H S Patient Chart/RPMS Patient Computer Systems	
YKHC Orientation Check List	
Wound Care – 1 day observation	
SBIRT Training	
Impact Depression Screening	
Community Orientation	
CHSB Orientation	
Women's Health Training – Paps	
Prenatal Documentation Training	
ER	
LifeMed – tour hangar	
Add to email group: Hospitalist Providers	
Set up Proxie Filters, AFCHAN Folder Access	