



Check each box when complete:

Items below must be completed within the 90-day initial evaluation period.

Orientation Components

Human Resources & Corporate Orientation

- First two days of employment
- Comprehensive YKHC Corporate orientation
- Includes key policies

Village Operations Orientation

- Organizational Chart of Village Operations
- Relationship of Community Health Aide Training to CHAP overall
- Relationship of Community Health Aide Training to Well Child and Immunization Programs
- Orientation to Specific Components of Village Operations
 - Health Aide Support and Behavioral Health
 - Diabetes
 - Nicotine Control
 - Family Infant Toddler
 - Emergency Medical Services (EMS) / Injury Prevention
 - Supervisor Instructors / Field components
 - Well Child
 - Immunization

Community Head Aide Training Program Orientation

- **Overview of Community Health Aide Training**
 - Relationship of Community Health Aide Training to University of Alaska Fairbanks
 - Submit application for UAF Faculty Appointment
 - Structure of function of Statewide CHAP Program
 - Relationship of Community Health Aide Training to CHAP Directors
 - Relationship of Community Health Aide Training to ARC
 - Relationship of Community Health Aide Training to RAC
 - Relationship of Community Health Aide Training to CHAP Certification Board
 - Cultural Diversity- Watch Father Oleska Video Tapes (obtained from Medical Staff Credentialing Office)
- **Overview of Bethel Training Center**
 - Mission/Goals/Objectives
 - History/Current Status
 - Selection of CHA's
 - Role of the CHA/P
 - BTI position Description/Evaluation
 - Travel Policies
 - Collaborative Agreements if PA-C
 - CHAT Policies & Procedures – Read on Own

• **Introduction to Basic Training Curriculum: Session Training**

- YK & State Training Schedules
- AKCHAP website
- Overview of CHA Basic Training
- 2010/2015 Curriculum
- Lesson Plans
- Example Plan
- Examples in Session files
- Session Forms: Session schedules/ clinical requirements/pt log forms/PEF reviews
- RMT (Radio Medical Traffic)
- Methods of Instruction and Testing
- Student Evaluation Process
- Standing orders/Policy & Tests
- Critical Skills list/PSLN/CHAT training summary
- QA/CQI Policy/Student and Instructor Evaluation Forms
- Field Follow Up/Credential/Re-credential/Re-entry
- CHA Credentialing Process/Records
- Basic Training
- CHA Credentialing
- CHA CME
- Record Keeping
- **Miscellaneous:**
 - Kronos
 - Travel Forms & Per Diem
 - Check requests
 - Telephone System (Message Access and Changing Messages)
 - Telemedicine Training

Medical Staff Orientation

- Medical Staff Director
- Clinical Services Director
- Overview of Sub regional Clinics



Medical Staff: Medical Staff President

Tour of Hospital

- West Wing Meet Administrative Personnel
- Club Doc
- Mail/lab/report delivery
- Meet Secretary/Credentialing Staff
- Hospital Departments/Meet Staff

In-depth Visits to Departments:

- Clinical Services Director
- Medical Director
- Director of Nursing
- Pharmacy – Pharmacy Director
- Social Services
- Lab – Lab Manager
- Radiology – Manager
- Specialty Clinic – Manager
- Physical Therapy – Manager
- WIC/Nutritionists – Manager
- Care Managers

CHSB: Department Visits

- CHAP
- Behavioral Health
- Home Health
- Dental

Review Medical Staff Policy & Procedures

Review Medical Staff Orientation Manual

Clinic Practice: 4 weeks in outpatient clinic

- RMT during outpatient orientation
- Prenatal Policy & Procedures: OB Case Manager
- Hospital Paperwork – CHAP Medical Director (in CHSB, third floor)
- Compliance Training – Compliance Office

Community Services (town tour)

- Prematernal Home
- Bautista House
- Family Infant Toddler Program
- Nicotine Control Program
- Home Care/Development Disabilities
- Senior services: Senior Center, Ayalpik, Lulu Heron
- Teen Center
- Tundra Women’s Coalition
- PATC, alcohol treatment center
- Public Health Nursing

Technology Orientation

- RAVEN training
- Email orientation (Outlook)

Note: Many of the above items are reviewed with the new instructor by discussion and walking tour.

Prior to 90 days of employment, the BTI will:

- Observe a minimum of 3 classes
- Observe a minimum of 3 skills labs
- Observe a minimum of 3 clinic visits with CHA and BTI
- Assist with a minimum of 3 classes
- Assist with a minimum of 3 skills labs
- Assist with a minimum of 3 clinic visits with CHA and BTI
- Be evaluated on teaching a minimum of two class (attach evaluations)
- Be evaluated on a minimum of two clinic visits with CHA (attach evaluations)

Employee signature

date

Mentor signature

date

Training Center Coordinator signature

date