



**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