

**ELLIOT HEALTH SYSTEM  
MANAGEMENT ORIENTATION CHECKLIST**

NAME: \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_ DATE OF CORPORATE ORIENTATION: \_\_\_\_\_

The completion of the Dept/Practice new hire checklist is required within thirty (30) days of employment. However, in Section V. Environment of Care, **the bolded items must be completed on the employee's first day**. This includes all basic safety practices; location of exits and fire extinguishers, evacuation plan(s), pull stations and emergency procedures.

Subject	Each section must be initialed and dated	
	Date	Initials
I. Department		
A) Introduction to staff and department's physical layout		
B) Department organizational chart		
C) Position description and performance standards		
D) Department Mission and Vision		
E) Department Scope of Services		
F) Department goals and business/strategic plan		
G) Department Policies and Procedures		
H) Department's role in quality assessment and improvement		
I) Telephone system, department directory, pager		
J) Department meeting schedule		
II. Human Resource Management		
A) HR Services		
• Location, Directory		
B) HR Policies and Procedures Manual with Business Partners		
C) Department of Education/Healthstream		
D) Employee Health Services		
• Location, Policy Manual		
E) Organizational Development		
F) Employee Assistance Program (EAP)		
G) Elliot University		
H) Conference Attendance (EH Nursing Only/Fitch Funds Utilization)		
I) Lawson education		
III. Finance		
A) Budgets: Monthly/annual		
B) Department's financial reports		
C) Expense report		
D) Check requisitions/authorization/petty cash		
E) Payroll		
• Pay Period Cycle: KRONOS/timekeeping; Use of ET/Lawson		
IV. Information Management		
A) Confidentiality		
B) Information Systems		
• Password; Security; E-mail, Epic and MS office training, remote access		
C) Medical Records		
D) Interoffice mail		
E) Shredding		
V. Environment of Care		
A) Safety		
• Safety Management Program		
• Environment of Care Manual		
B) <b>Life Safety and Basic Safety Practices ie: emergency procedures</b>		
C) Security		
D) Hazardous Materials		
E) <b>Emergency Preparedness</b>		
• <b>Disaster Drill</b>		
• <b>Roles &amp; Responsibilities</b>		
• <b>Codes</b>		
F) Utility Management		
G) <b>Equipment Management ie; fire extinguisher and pull stations</b>		

H) Smoke Free Workplace Policy		
VI. Other Services (Meet with appropriate Directors)		
A) Audio/Visual equipment		
B) Social Work/Case Management/Pastoral Care		
C) Community Education		
D) Community Resources		
E) Conference room booking		
F) Pharmacy		
G) Facilities Management & Clinical Engineering		
H) Housekeeping		
I) Infection Control		
J) Legal/Compliance		
K) Library		
L) Maintenance (requisitions)		
M) Marketing/Public Relations/Press		
N) Nursing Administration		
O) Nutritional Services		
Q) Planning		
R) Quality Management		
S) Volunteer Services		
T) Materials Management <ul style="list-style-type: none"> <li>• Bulk Store</li> <li>• Central Sterile Reprocessing</li> <li>• Linen</li> <li>• Mailroom</li> <li>• Patient transport</li> <li>• Printing/copying</li> <li>• Purchasing</li> <li>• Supply distribution</li> </ul>		
U) Laboratory Services		
V) Respiratory Care/EEG		
W) Administrative Supervisors		
VII. Other department based subjects		

Orienter: \_\_\_\_\_ (\_\_\_\_) Title: \_\_\_\_\_  
Signature Initials

Orienter: \_\_\_\_\_ (\_\_\_\_) Title: \_\_\_\_\_  
Signature Initials

Orienter: \_\_\_\_\_ (\_\_\_\_) Title: \_\_\_\_\_  
Signature Initials

NewManager: \_\_\_\_\_ (\_\_\_\_) Title: \_\_\_\_\_  
Signature Initials