

# GENERAL ORIENTATION CHECKLIST

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

JOB TITLE: \_\_\_\_\_ JOINING DATE: \_\_\_\_\_

*I have received new hire orientation on the following:*

Session	Topics	Presenter	Signature
<b>HR</b>	Applicable laws and regulations		
	license renewal bylaws		
	ethics and code of conduct.		
	Hospital vision, mission, values		
	organizational structure		
	Dress code		
	Organizational orientation, staff health programs.		
<b>Infection control</b>	General information on infection prevention and control;		
	Standard Precautions, Isolation Precautions etc		
	Exposure of blood and body fluid management		
<b>Safety</b>	General information on health, safety and environmental plans		
	Fire safety		
	Emergency codes,		
	Hazmat,		
	Disaster management		
	Occupational safety		
<b>Quality &amp; Training Session</b>	General information on quality improvement,		
	patient safety,		
	risk management programs		
	hospital and accreditation system		
	incident reporting		
	IPSG		
	Communication skills		
	Sustainability		
<b>Patient experience &amp; Customer service</b>	General information on patient & Family rights and responsibilities		
	Patient Satisfaction,		
<b>IT</b>	HIS/SAP/HR system		
	IT downtime protocol		
	Patient data privacy, safety & security		
	Cyber attack & Cyber security		

Others: \_\_\_\_\_

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Employee Signature: \_\_\_\_\_

Name & Signature, Department Head: \_\_\_\_\_