

Strong Memorial Hospital

Department-Specific Orientation and Continuing Education Record

(Nursing Practice replaces this form with their
department orientation record)

Employee Name: _____ Hire Date: _____

Employee ID #: _____ New Hire Orientation Date: _____

Verification of license/registration via primary source—if applicable:

<http://www.op.nysed.gov/opsearches> or <http://www.health.state.ny.us/professionals/doctors/radiological/>

If an item does not apply to this employee, please indicate NA in the boxes.

PERFORMANCE RESPONSIBILITIES	Evaluator Initials / Date	Employee Initials
Demonstrates specific responsibilities outlined in his/her job description.		
Recalls the Performance Review Process, including standards and expectations and probation period.		
Attends and documents required in-services, continuing education programs, and training on an annual basis.		
Describes diversity and cultural inclusion and the relationship to work processes and customer/peer relations.		
Completes, within 6 months of hire, all required modules and those deemed mandatory by the supervisor. All employees are strongly encouraged to view each staff module for The Strong Commitment service excellence program: Manager – Expectations Manager – Rounding (required) Staff – Values Staff – Phone Etiquette Staff – First Impressions Staff – Service Recovery (required)		
DEPARTMENT-SPECIFIC POLICIES & PROCEDURES	Evaluator Initials / Date	Employee Initials
Reads department-specific service plan.		
Explains the Hospital’s and department’s mission and vision statements and goals. Explains their own role in fulfilling the mission, vision and goals for the organization.		
Has been given a tour of department (including restrooms, kitchen/break area, bulletin boards) and important Hospital locations including post office, bank, cafeteria, parking office.		
Adheres to department customer service requirements.		

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DEPARTMENT-SPECIFIC POLICIES & PROCEDURES (continued)	Evaluator Initials / Date	Employee Initials
Completes Mandatory In-Service Education Competency Questionnaire.		
Reviews policy manuals (Hospital, Personnel and Department-Specific) and knows how to locate them when needed.		
Understands responsibilities regarding Joint Commission surveyors.		
Recalls personnel policies including: <ul style="list-style-type: none"> ▪ Probationary Period ▪ Attendance / Tardiness ▪ Dress Code ▪ Meal and Rest Breaks ▪ Overtime ▪ Sick Time ▪ Vacation Requests ▪ Personal Calls ▪ Work Hours ▪ Telephone Use / Mail Distribution ▪ Pay Days ▪ Confidentiality ▪ Discrimination and Harassment ▪ Conflict of Care ▪ Smoke-Free Campus 		
Completes and follows time reporting procedures appropriately.		

MANAGEMENT OF ENVIRONMENT OF CARE	Evaluator Initials / Date	Employee Initials
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Safety

Completes SMH Incidence Occurrence Report according to guidelines.		
Wears personal protective equipment when needed.		
Monitors environmental safety.		
Recalls appropriate procedure for reporting violent behavior.		
Verbalizes responsibility and procedure for restraint use and alternatives to restraints if applicable.		
Utilizes proper body mechanics (for example, lifting appropriately).		
Implements job-related patient safety and intervenes appropriately to assure patient care.		
Recalls emergency page codes and numbers.		

Security

Maintains locked doors and storage areas.		
Verbalizes responsibility to report suspicious visitors/events.		
Recalls patient prisoner/forensics procedure.		

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MANAGEMENT OF ENVIRONMENT OF CARE (continued)	Evaluator Initials / Date	Employee Initials
Able to explain and implement department-specific security plan if applicable.		
Recalls department responsibilities during a possible newborn abduction.		
Hazardous Materials		
Knows how to access MSDS sheets.		
Trained on proper use of hazardous substances located in department (if applicable).		
Disposes of hazardous materials according to procedures: Sharps Chemicals Biohazards Mercury		
Life/Fire Safety		
Locates fire alarm box and fire extinguishers in work areas.		
Follows RACE procedure during fire/drill.		
Recalls oxygen shut-off procedure if appropriate.		
Demonstrates evacuation procedure and location of emergency exits for department.		
Emergency Preparedness		
Can state job responsibilities to be followed during an emergency.		
Recalls emergency activation procedures.		
Recalls department responsibilities for a disaster.		
Equipment Management		
Operates departmental equipment according to procedure/operator's manual.		
Reports malfunctioning patient care equipment to Clinical Engineering and nonpatient care equipment to Facilities Operations Customer Service.		
Utilities Management		
Follows electrical safety principles.		
Recalls procedures in the event of a utility failure.		
INFECTION CONTROL		
Follows the principles of Universal Precautions for hand hygiene and personal protective equipment to prevent contagion.		
Reports exposure to infectious diseases or blood/body fluids to Department Manager and University Health Service.		

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MANAGEMENT OF INFORMATION	Evaluator Initials / Date	Employee Initials
Initial confidentiality training completed at New Hire Orientation.		
Reads department communications on a regular basis (memos, bulletin board, e-mail, if applicable).		
Reviews Management of Information policy.		
Maintains confidentiality, privacy, and security of protected health information (verbal, written, and electronic information systems—for example, computer, fax, PDA if applicable, etc.) in accordance with HIPAA and Hospital policy.		
Maintains patient, employee, and organizational confidentiality.		
Reviews HIPAA policies applicable to position and department.		
Adheres to HIPAA regulations regarding discussing, accessing, handling, and disposing of protected health information.		
Knows how to access clinical information on preferred internet sites and databases.		
PERFORMANCE IMPROVEMENT (PI)	Evaluator Initials / Date	Employee Initials
Department's PI process has been described.		
Employee understands his/her role as appropriate.		
Describes the principles and methods of PDSA in performance improvement.		
Recalls the Joint Commission National Patient Safety Goals and institution policies to address goals.		
Identifies department/unit-specific performance improvement and safety initiatives.		
Describes the nonpunitive incident reporting process and culture of safety.		
Completes event reporting/occurrence report form according to guidelines for adverse events, near misses, lost valuables, patient complaints, and adverse drug reactions.		
ETHICAL / ABUSE ISSUES	Evaluator Initials / Date	Employee Initials
Recalls the reporting process for suspected abuse.		
Identifies purpose of Ethics Committee and how to access.		
Knows and applies patient rights.		
Understands and correctly applies rules that relate to services being billed.		
AGE-SPECIFIC INFORMATION	Evaluator Initials / Date	Employee Initials
Provides appropriate care/service to patients of various ages according to job-specific criteria.		
Demonstrates ability to obtain information and assess patient/customer needs for the following age group(s) _____ (insert age groups).		

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AGE-SPECIFIC INFORMATION (continued)	Evaluator Initials / Date	Employee Initials
States the range of treatment and /or services needed by the different age groups served.		
Applies knowledge of growth and development stages in different patient/customer interactions.		
WAIVED TESTING	Evaluator Initials / Date	Employee Initials
Completes waived tested certification for point of care.		
PAIN MANAGEMENT	Evaluator Initials / Date	Employee Initials
Adheres to Pain Management Protocol for assessment, monitoring, education, and discharge planning to effectively manage patients' pain.		
Aware of unit/organizational patient "satisfaction with pain management" scores.		
CPR	Evaluator Initials / Date	Employee Initials
Obtains and maintains CPR skills or other emergency response skills as indicated for job.		
Locates and safely utilizes resuscitation equipment for patient/visitor/staff emergencies.		
MISCELLANEOUS TOPICS	Evaluator Initials / Date	Employee Initials
Completed training on End of Life issues as appropriate for job role.		
Recalls professional misconduct issues, recognizes signs of an impaired professional and describes reporting process for each.		
Knows how to locate Medical Orders for Life-Sustaining Treatment (MOLST) forms and use them appropriately.		
Understands and applies medication reconciliation procedures.		
SMH NEW SUPERVISORS	Evaluator Initials / Date	Employee Initials
Completes Strong Leadership training within 18 months of hire or promotion into a supervisory position.		

_____ completed all department-specific orientation on _____.
 (Employee Name--Print) (Date)

 Employee's Signature

 Department Manager's Signature

 (date)

 (date)

Strong Health / Strong Memorial Hospital
EDUCATION RECORD 20__

Name: _____ Department/Unit: _____ Position Title: _____
 Employee ID #: _____ Successfully completed Mandatory In-Service Education Competency Questionnaire (Date) _____

Date	In-service Program / Continuing Education Title	Program Length	Departmental Training*	Organization Training**

Title of Course	Name of School	Term/Year Completed	Credit Hours

If you have completed a degree within the last year, please indicate: Date of Graduation: _____ Degree: _____

SMH Committees/Teams

Honors/Awards	Date (Month/Year)	Honors/Awards	Date (Month/Year)

* Yearly certifications such as CPR

** Programs such as customer service and leadership training