



# Educational Affairs – Direct Patient Care Orientation Inservice Checklist

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please review the materials provided to you and return this checklist to the appropriate person listed for your area:

Volunteers: Director of Volunteer Services

Students: Clinical Instructor or the Education office 2<sup>nd</sup> Floor RSC Building

Contract Workers: Department Head responsible for your assignment at RPCI

Development/Alliance Foundation Staff: Executive Assistant, Development

Per Diem Employees: Post test to be returned to HR Training (separate document)

### Corporate Compliance

- \_\_\_\_ RPCI Code of Conduct Policy #125.1
- \_\_\_\_ Corporate Compliance Summary Policy #126.1
- \_\_\_\_ Non-Retaliation Policy #103.1
- \_\_\_\_ Hotline Number/How to Report a Suspected Violation

### Respect in the Workplace

- \_\_\_\_ Sexual Harassment
- \_\_\_\_ Diversity and Workplace Diversity
- \_\_\_\_ Respect in the Workplace
- \_\_\_\_ Hand Hygiene and Personal Hygiene

### Safety

- \_\_\_\_ Emergency & Non-Emergency Numbers
- \_\_\_\_ Emergency Codes
- \_\_\_\_ Hazardous Material Emergencies
- \_\_\_\_ Critical Circuits
- \_\_\_\_ Electrical Equipment Inspection Program
- \_\_\_\_ Waste Separation Program
- \_\_\_\_ Fire Safety R.A.C.E
- \_\_\_\_ ID badge security and proper wearing
- \_\_\_\_ Workplace Violence Prevention

### Age Appropriate Care

- \_\_\_\_ Psychosocial Concerns Based on Age

### Patient Complaints and Grievances

- \_\_\_\_ Differences between Complaints and Grievances
- \_\_\_\_ Documentation

### Privacy of Health Information

- \_\_\_\_ HIPPA Confidentiality Guidelines
- \_\_\_\_ PHI
- \_\_\_\_ Minimum Necessary and Patient Privacy Basics
- \_\_\_\_ Compliance and Patient Rights

### Infection Control

- \_\_\_\_ Hand Hygiene and Personal Hygiene
- \_\_\_\_ Standard Precautions
- \_\_\_\_ PPE \*Job Specific
- \_\_\_\_ Exposures

### RPCI Policies

- \_\_\_\_ Reasonable Accommodation Policy #102.2
- \_\_\_\_ Use of RPCI Resources Policy #105.1
- \_\_\_\_ Workstation Usage Policy #912.1
- \_\_\_\_ Social Media Policy #130.1
- \_\_\_\_ E-mail Use Policy #905.1
- \_\_\_\_ Internet Access Policy #917.1
- \_\_\_\_ Weapons Possession Policy #1503.1
- \_\_\_\_ Unscheduled Absenteeism Monitoring Policy #228.1
- \_\_\_\_ Employee Health Clinic Services Policy #106.1
- \_\_\_\_ Drug & Alcohol Free Policy #205.1
- \_\_\_\_ Campus Tobacco Free Environment Policy #1314.1

### Abuse or Neglect

- \_\_\_\_ Identification of Victims
- \_\_\_\_ Signs of Abuse or Neglect
- \_\_\_\_ Reporting

### Use of Restraints

- \_\_\_\_ Restraints and What is Not a Restraint
- \_\_\_\_ Alternatives to Restraints
- \_\_\_\_ Implantation & Discontinuation of Restraints

I have received the orientation materials and have reviewed and understand all content.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor/Departmental Designee/Education Dept. Signature*

7.20.15