

NEW EMPLOYEE ORIENTATION CHECKLIST: Career Per Diem Contract Student Worker Volunteer

Employee _____ **Date of Hire** _____ **Date Livescan Results** _____

Position _____ **Supervisor** _____

Hiring supervisor is responsible for ensuring completion of department training. This serves as a reminder.

Mark "na" if item not applicable.

All New Employees—New Hire Orientation	Date	By:	Who or when	If applicable, where form is filed
Confidentiality Statement—review and sign			Main Orientation	Cred Office Files
I2P2 Statement—review and sign			Main Orientation	Cred Office Files
Contact Information Form—complete			Main Orientation	Cred Office Files
General Info reviewed at orientation includes: SHS Mission Statement/Principles of Community; Telephone, Paging, Voicemail; Absence procedure; Dress Code; Requesting Time Off; Website Emergency Procedures/Disaster Plan;; Break room KP; Occurrence Reports; SHS Org Chart and Career Staff List			Main Orientation	Checklist maintained in Cred Office Files
HIPAA Training Completed—Certificate signed			Main Orientation	Cred Office Files
BBP Exposure Control: Video/quiz			Main Orientation	Clinic Dir
Photo ID/Omni Lock Badge Ordered			Cred Spec	
SHC Mailbox or Hanging File: created n/a			Cred Spec	
Learningcenter.ucsc.edu trainings: UC Sexual Harassment & Sexual Violence Prevention Training, Ethics and Cyber Security (TBD once has UC email)			Tracked by Cred Spec	Cred Office Files
Billing & Coding Training (HC/CAPS clinicians)			Tracked by Cred Spec	Cred Office Files
Employee Health				
SHC Staff –Proof of Immunizations to be given to Emp. Health RN for review and follow up. Includes: TB, Hep B, MMR, Varicella, TDAP, Flu Shot			Emp. Health Nurse	Emp. Health Binder
CAPS Staff —Notify RN of new CAPS staff for Flu shot			Emp. Health Nurse	Emp. Health Binder
I2P2 Worksheet Reviewed			Ancillary Serv. Coord.	Anc. Serv Coord Files
Respiratory Mask Fit Test			Ancillary Serv. Coord	Anc. Serv Coord Files
Infection Control Manual (part of I2P2)			Ancillary Serv. Coord	
BBP Exposure Control: Video/quiz (see above section)				
LICENSED STAFF				
Credentialing File Complete			Pre-Hire	Cred Office Files
Bylaws & SPPMLP signed (if applicable)			Main Orientation	Cred Office Files
Signature Card			Main Orientation	Medical Records
License, DEA & NPI to Pharmacy & Lab, as applicable			Cred Spec	

Items to be completed as part of Department Orientation –Informational Only

Form HC 754 to Activate Account initiated: http://goo.gl/forms/7EO3ObjmFW	Supervisor	IT/ Med Rec office
Issuing of Alarm System Code & Keys if applicable TBD	Supervisor/Bus. Serv	IT/Bus Serv office

<p>Departmental Orientation to include review of:</p> <ul style="list-style-type: none"> • SHS P & P Manual • ERGO eval if applicable—arrange with DEA • Department specific policy & procedures including: Emergency procedures, disaster plan and if applicable, Infection Control Manual. • Job Description and Schedule • Occurrence & Opportunity for Improvement Reports • Point & Click Training • SHC Tour • Timesheets/CruzPay Information • Allocate time for completion at learningcenter.ucsc.edu of the following: UC Sexual Harassment and Sexual Violence Prevention Training, Ethics and Cyber Security, as well as Billing and Coding if applicable. • Allocate time for Staff HR Benefits Meeting and Campus Tour TBA 	Supervisor	Supervisor File
---	------------	-----------------

Credentialing Specialist Signature (when form completed)

Date

Completed Form Maintained in Credentialing Specialist files