New Employee Worksite Checklist

<u>Please Print Legibly</u>

Name_____   Title_____

Manager Name_____   Title_____

Employment Home: **Augusta University**

Department /Section_____Employment Date_____

Directions for Manager:

- You are responsible to ensure this checklist is completed for each new employee.
- You or your designee must initial and date each item, signifying discussion and clarification of each item as it applies to the employee's worksite.
- Mark items that do not apply as "NA" and initial.

- Complete and submit to Human Resources Records (AU_HR_RECORDS@augusta.edu) before or no later than six months from the date of hire.

Directions for the Employee:

- You are responsible to confirm your understanding of each section and seek clarification to ensure you are aware of expectations and protocols.
- Your signature at the end signifies that you have been oriented and understand the items listed as they apply to your worksite.

Dates, and signatures of those staff assisting in completion of the checklist.

_____   _____

_____   _____

New Employee Worksite Orientation Checklist completed on (date) _____

Signature of Employee_____

SUBJECT	Indicate either AUMC, AUHS, AU or RELATED to ALL	DATE (Date each item)	Manager or Designee Initials (Initial each item)
Introduction to Department / Unit			
1. Introduce to staff and other departments (customers).			
2. Review organizational chart and reporting relationships.			
3. Provide tour of department and unit.			
4. Confirm employment home – Augusta University (AU) or AU Health System (AUMC or AUHS). Clarification of entity for payroll and benefits.			
5. Show location of break room, cafeteria, lockers, and restrooms.			
6. Review location of general office equipment and supplies.			
7. Review OneUSG Connect and demonstrate clock-in and clock-out procedures.			
8. Explain operating hours, work schedule, and guidelines for OT, on-call, etc.			
9. Discuss individualized training and orientation plan.			
10. Setup and access for: a. Building b. Office c. Email d. Phone / fax e. Computer systems f. Shared drives g. Internet – homepage			
11. Identify point person for questions or protocol clarification (Mentor/Buddy).			
12. Assist with business cards, name plate, badge, stationery, etc.			
13. Review process for purchase requests.			
14. Review of expense and budget reports as necessary for role.			
15. Provide examples of how an employee can get involved in Augusta University and AU Health activities (such as Employee Advisory Council, volunteer opportunities).			
16. Review how to access pay stub (address, compensation, taxes, and benefits).			
17. Review how to access Employee Self Service and the need for new hire to validate their name, date of birth and social security number under section "Personal Information"			
18. Review benefits eligibility and timeframe to enroll as a new hire: .5 FTE and above are eligible and elections must occur within 30 days of hire			
Position Responsibilities			
1. Explain how the position ties into organizational mission, vision, and values.			
2. Provide copy of competency-based job description and discuss job performance standards and criteria.			
3. Review location of Augusta University's strategic plan (Beyond Boundaries) on intranet and provide an overview of goals and objectives.			
4. Provide an overview of the department's goals and objectives. Explain how they support the goals of Augusta University.			
5. Explain the employee's expected contributions to help achieve goals.			

6. Discuss how the position will contribute to support the principles of Student Culture.			
7. Explain signature authority associated with position. Discuss protocol for approvals and communications process to inform others.			
8. Explain the Importance for licensures/certifications to be current. Review the need to keep current in profession and career field.			
Policy Review			
1. Discuss personal conduct standards.			
2. Protocols for telephones, cell phones, fax machines, personal pagers, computers, use of internet, intercom systems, 2-way radios, and e-mail.			
3. Discuss expectations for call-in procedures and attendance policy.			
4. Explain the Introductory/Provisional period.			
5. Review protocol for meals and breaks.			
6. Review process for leave requests (Holiday, PTO or Annual/Sick, FMLA).			
7. Review dress code expectations for worksite.			
8. Explain staff rights policy (relevant policies and HR contacts).			
9. Reinforce adherence to Tobacco-Free campus policy (covered in orientation).			
10. Review how to access all policies in **Policy Tech** on intranet.			
11. Explain procedure for reporting accidents and/or injury; location of forms.			
12. Review how to handle inclement weather and if position is *Essential Personnel*.			
13. Review expectations for email and internet use.			
14. Discuss staff meeting schedule and other communication channels (JagWire).			
Safety and Risk Management			
1. Location of fire alarm pull stations, fire extinguishers, and two exit routes.			
2. Review safeguards for email and information technology phishing incidents.			
3. Location and operation of oxygen shut-off valves.			
4. Location of area Safety and Emergency Operations Plan manuals.			
5. Discuss role of department/position regarding called "Codes".			
6. Review employee and customer security procedures for work area.			
7. Discuss work area specific safety procedures and accident prevention methods. Explain where to seek treatment for an occurrence.			
8. Location and use of Personal Protective Equipment (PPE).			
9. Location of Safety Data Sheets.			
10. Location of lift equipment (if applicable).			
11. Review worksite specific chemical safety training needs.			
12. Location of OSHA "Right to Know Poster".			
13. Use and precautions for hazardous chemicals/materials in the workplace.			
14. Procedures for a chemical or hazardous material spill or leak.			
15. Review worksite specific radiation safety training needs.			
16. Procedure for equipment and electrical safety.			
17. Procedure for reporting safety concerns.			
Confidentiality			
1. Explain particular concerns regarding confidentiality in your work area.			

2. Ensure understanding of Protected Information (PI).			
3. Review steps to report a breach of confidentiality.			
Performance Management			
1. Discuss performance management and quality monitoring process for work area.			
2. Review role to maintain accreditation standards (The Joint Commission/SACS).			
3. Discuss opportunities for growth and development.			
4. Explain performance management program rating process/core competencies.			
5. Review process for progressive disciplinary action.			
Compliance Training – *to be completed within thirty (30) days of hire*			
CARE assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees working on the Summerville and Health Sciences Campuses and Contract Security staff working on the Health Sciences Campus. Assigned to AU Health employees and AU Providers in HealthStream (www.healthstream.com/hlc/augustauniversity).			
Early Heart Attack Care assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees and Contract Security staff working on the Health Sciences Campus. Assigned to all AU Health employees (to include AUHS employees at off-site locations) and AU Providers working on the Health Sciences Campus in HealthStream (www.healthstream.com/hlc/augustauniversity).	All		
EMTALA (Emergency Medical Treatment and Labor Act) assigned in HealthStream to all AU Health Employees and AU Providers. Assigned in Workforce Learn Online (https://train.augusta.edu/d21/home) to AU Employees and Contract Security staff who meet EMTALA regulatory requirements. (**Assigned only to employees and Providers working on the Health Sciences Campus except for AUHS staff at off-site locations.)*	AUMC, AUHS and AU Providers		
1. *FERPA* assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees working on the Summerville and Health Sciences Campuses only. Assigned to all AU Providers in HealthStream working on the Health Sciences Campus (www.healthstream.com/hlc/augustauniversity) only.	AUMC, AUHS and AU Providers		
2. *Healthy Perspectives* assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees working on the Health Sciences and Summerville Campuses, and at offsite locations. Assigned to Contract Security staff working on the Health Sciences Campus. Assigned to all AU Health employees and AU Providers working on the Health Sciences Campus (to include AUHS employees at off-site locations) in HealthStream (www.healthstream.com/hlc/augustauniversity).	AU only		
3. *HIPAA Privacy and Security* assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees working on the Health Sciences and Summerville Campuses, and at offsite locations. Contract Security staff working on the Health Sciences Campus are also assigned. Assigned to all AU Health employees (to include AUHS employees at off-site locations) and AU Providers working on the Health Sciences Campus in HealthStream (www.healthstream.com/hlc/augustauniversity).	ALL		
4. *MOAB (Management of Aggressive Behavior)* MOAB (Management of Aggressive Behavior) Training assigned in Workforce Learn Online (https://train.augusta.edu/d21/home) to all Contract Security staff on the Health Sciences Campus. Assigned to all AU Health employees and AU Providers working	ALL		

on the Health Sciences Campus in HealthStream (www.healthstream.com/hlc/augustauniversity).			
5.	**_New Employee Radiation Safety_** assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees working on the Health Sciences and Summerville Campuses. Contract Security staff working on the Health Sciences Campus are assigned. Assigned to all AU Health employees (to include AUHS employees at off-site locations) and AU Providers working on the Health Sciences Campus (to include AUHS employees at offsite locations) in HealthStream (www.healthstream.com/hlc/augustauniversity).	AUMC,AUHS and AU Providers	
6.	**_USG Ethics_** assigned in Workforce Learn Online (https://train.augusta.edu/d2l/home) to AU employees working on the Summerville and Health Sciences Campuses and offsite locations. Assigned to all AU Providers in HealthStream working on the Health Sciences Campus (www.healthstream.com/hlc/augustauniversity).	ALL	
7.	**Other- Unit/Department Specific:** _list on separate sheet_	AU only	
8.			
9.			