



# New Employee Worksite Checklist

Name \_\_\_\_\_ Title \_\_\_\_\_

Employment Home (circle): **AU Health System**

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 ([AUMC\\_Records@augusta.edu](mailto:AUMC_Records@augusta.edu) or **to our 699 Broad Street location**) before or no later than *the mid-year performance evaluation*.

### 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 \_\_\_\_\_

Signature of Manager \_\_\_\_\_



SUBJECT	Indicate either AUMC, AUHS AU or RELATED to ALL	DATE	Manager or Designee Initials
<b>Introduction to Department / Unit</b>			
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 AUHealth 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 TimeNet, 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: <ul style="list-style-type: none"> <li>a. Building</li> <li>b. Office</li> <li>c. Email</li> <li>d. Phone / fax</li> <li>e. Computer systems</li> <li>f. Shared drives</li> <li>g. Internet – homepage</li> </ul>			
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).			
<b>Position Responsibilities</b>			
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 our Patient Family Centered Care 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.			
<b>Policy Review</b>			
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 <b>Policy Tech</b> on intranet.			
<b>SUBJECT</b>	<b>Indicate either AUMC, AUHS, AU or ALL RELATED</b>	<b>DATE</b>	<b>Manager or Designee Initials</b>
11. Explain procedure for reporting accidents and/or injury; location of forms.			
12. Review how to handle inclement weather and if position is <i>Essential Personnel</i> .			
13. Review expectations for email and internet use.			
14. Discuss staff meeting schedule and other communication channels (Jagwire).			
<b>Safety and Risk Management</b>			
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. Explain role of department in a Code Pink.			
8. Discuss work area specific safety procedures and accident prevention methods. Explain where to seek treatment for an occurrence.			
9. Location and use of Personal Protective Equipment (PPE).			
10. Location of Safety Data Sheets.			
11. Location of lift equipment (if applicable).			
12. Review worksite specific chemical safety training needs.			
13. Location of OSHA "Right to Know Poster".			
14. Use and precautions for hazardous chemicals/materials in the workplace.			
15. Procedures for a chemical or hazardous material spill or leak.			
15. Review worksite specific radiation safety training needs.			
17. Procedure for equipment and electrical safety.			
18. Procedure for reporting safety concerns.			
19. If position requires driving of a state vehicle or personal vehicle for state business, review required Auto Liability Training, Driving Do's and Don'ts videos. submit Auto Safety Training Acknowledgment at:			



<a href="http://www.augusta.edu/facilities/vehicleservices/autosafety.php">http://www.augusta.edu/facilities/vehicleservices/autosafety.php</a>			
<b>Infection Control</b>			
1. Review job specific procedures to prevent exposure to infectious material.			
2. Review disposal, cleaning, and disinfection of supplies and equipment.			
3. Location and use of Bio-hazardous waste containers for non-sharps/sharps. Explain what to do when stuck with a sharp needle.			
4. Location of hand-washing sinks, appropriate soaps, lotions and procedures.			
5. Process for reporting an acute or incubating infection.			
6. Procedures for patients with a Risk Indicator or Transmission Based Precautions			
<b>Confidentiality</b>			
1. Explain particular concerns regarding confidentiality in your work area.			
2. Ensure understanding of Protected Health Information.			
3. Review steps to report a breach of confidentiality.			
<b>Performance Management</b>			
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.			
<b>SUBJECT</b>	<b>Indicate either AUMC, AUHS, AU or ALL RELATED</b>	<b>DATE</b>	<b>Manager or Designee Initials</b>
<b>Compliance Training – to be completed within thirty (30) days of hire</b>			
1. <b>CARE</b> assigned in Workforce Learn Online ( <a href="https://train.augusta.edu/d21/home">https://train.augusta.edu/d21/home</a> ) to AU employees working on the Summerville and Health Sciences Campuses and Contract Security staff working on the Health Sciences Campus. Assigned to AUHealth employees and AU Providers in HealthStream ( <a href="http://www.healthstream.com/hlc/augustauniversity">www.healthstream.com/hlc/augustauniversity</a> ).	All		
2. <b>Early Heart Attack Care</b> assigned in Workforce Learn Online ( <a href="https://train.augusta.edu/d21/home">https://train.augusta.edu/d21/home</a> ) to AU employees and Contract Security staff working on the Health Sciences Campus. Assigned to all AUHealth employees (to include AUHS employees at off-site locations) and AU Providers working on the Health Sciences Campus in HealthStream ( <a href="http://www.healthstream.com/hlc/augustauniversity">www.healthstream.com/hlc/augustauniversity</a> ).	AUMC, AUHS and AU Providers		
3. <b>EMTALA</b> (Emergency Medical Treatment and Labor Act) assigned in HealthStream to all AUHealth Employees and AU Providers. Assigned in Workforce Learn Online ( <a href="https://train.augusta.edu/d21/home">https://train.augusta.edu/d21/home</a> ) to AU Employees and Contract Security staff who meet EMTALA regulatory requirements. ( <b>*Assigned only to employees and Providers working on the Health Sciences Campus except for AUHS staff at off-site locations.</b> )	AUMC, AUHS and AU Providers		
4. <b>Healthy Perspectives</b> assigned in Workforce Learn Online ( <a href="https://train.augusta.edu/d21/home">https://train.augusta.edu/d21/home</a> ) to AU employees working on the Health Sciences and Summerville Campuses, and at offsite locations. Assigned to Contract	ALL		



<p>Security staff working on the Health Sciences Campus. Assigned to all AUHealth employees and AU Providers working on the Health Sciences Campus (to include AUHS employees at off-site locations) in HealthStream (<a href="http://www.healthstream.com/hlc/augustauniversity">www.healthstream.com/hlc/augustauniversity</a>).</p>			
<p>5. <b>HIPAA Privacy and Security</b> assigned in Workforce Learn Online (<a href="https://train.augusta.edu/d2l/home">https://train.augusta.edu/d2l/home</a>) 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 AUHealth employees (to include AUHS employees at off-site locations) and AU Providers working on the Health Sciences Campus in HealthStream (<a href="http://www.healthstream.com/hlc/augustauniversity">www.healthstream.com/hlc/augustauniversity</a>).</p>	ALL		
<p>6. <b>MOAB (Management of Aggressive Behavior)</b> MOAB (Management of Aggressive Behavior) Training assigned in Workforce Learn Online (<a href="https://train.augusta.edu/d21/home">https://train.augusta.edu/d21/home</a>) to all Contract Security staff on the Health Sciences Campus. Assigned to all AUHealth employees and AU Providers working on the Health Sciences Campus in HealthStream (<a href="http://www.healthstream.com/hlc/augustauniversity">www.healthstream.com/hlc/augustauniversity</a>).</p>	AUMC,AUHS and AU Providers		
<p>7. <b>New Employee Radiation Safety</b> assigned in Workforce Learn Online (<a href="https://train.augusta.edu/d2l/home">https://train.augusta.edu/d2l/home</a>) 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 AUHealth 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 (<a href="http://www.healthstream.com/hlc/augustauniversity">www.healthstream.com/hlc/augustauniversity</a>).</p>	ALL		