



# New Employee Worksite Checklist

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

Employment Home (circle): **AU, AUMC, or AUMA**

Department /Section \_\_\_\_\_ Employment Date \_\_\_\_\_

### Directions for Manager:

- You are responsible for insuring that 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 (**HS 1101, Attn: Records**) before or no later than *the mid-year performance evaluation*.

### Directions for the Employee:

- You are responsible for insuring your complete understanding of each section.
- 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 MC, MA, 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. Organizational chart – reporting relationships			
3. Tour of department and unit			
4. Awareness of which Employment home (Medical Center, University, or Medical Associates) to which they belong. They receive their benefits and paycheck from whom?			
5. Break room, cafeteria, restrooms			
6. General office equipment and supplies			
7. TimeNet (demonstrate clock-in and clock-out procedures)			
8. Operating hours and work schedule			
9. Individualized training plan			
10. Setup and access: <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. Who is the point person for questions and clarification on how to? (Buddy / Mentor)			
12. Business cards, name plate, badge, stationary, etc.			
13. Purchase requests			
14. Expense and budget reports review			
15. Provide examples of how an employee can get involved in Augusta University and Health System activities			
16. Review of pay stub (address, compensation, taxes, and benefits)			
<b>Position Responsibilities</b>			
1. Explain how the position ties into Augusta University’s mission, vision, & values			
2. Copy of competency-based job description and discussion of job performance standards and criteria			
3. Location of Augusta University goals (Transition Forward)			
4. Provide an overview of Augusta University goals & objectives			
5. Provide an overview of the department’s goals and objectives – tying Augusta University goals to individual goals			
6. Explain the employee’s expected contributions to meet goals			
7. Patient Family Centered Care values – how does the position contribute?			



8. Explain position signature authority. Does new hire have signature authority? From whom do I attain approvals? If have, who needs to know?			
9. Explain and understand the importance of maintaining current licensures and certifications. The importance of staying up to date in the field of the position.			
<b>Policy Review</b>			
1. Personal conduct standards			
2. Protocols regarding: telephones, cell phones, fax machines, personal pagers, computers, use of internet, intercom systems, 2-way radios, and E-mail			
3. Call-in procedures and attendance policy			
4. Introductory / Provisional period			
5. Meals/breaks			
6. Scheduled leave requests: Holiday, FMLA, Vacation, Sick			
7. Worksite dress code			
8. Staff rights policy (see Medical Center HR Policies)			
9. Tobacco-Free Campus Policy			
<b>SUBJECT</b>	<b>Indicate either MC, MA, AU or ALL RELATED</b>	<b>DATE</b>	<b>Manager or Designee Initials</b>
10. Location of accident injury forms & procedure for reporting			
11. Work Schedule guidelines (include OT, on-call, etc.)			
12. Inclement weather- Essential Personnel			
13. Email and internet use			
14. Notification of staff meetings and other communications "The GReport"			
<b>Safety and Risk Management</b>			
1. Location of fire alarm pull stations, fire extinguishers, & 2 exit routes out of building.			
2. Location and operation of oxygen shut-off valves			
3. Location of area Safety and Emergency Operations Plan Manuals			
4. Role of department regarding called "Codes"			
5. Employee and customer security procedures for work area			
6. Role of Department in a Code Pink			
7. Work Area specific safety procedures/accident prevention. Where to go to receive treatment?			
8. Location and use of Personal Protective Equipment (PPE)			
9. Location of Material Safety Data Sheets			
10. Location of lift equipment (if applicable)			
11. Area specific chemical safety training			
12. Location of OSHA "Right to Know Poster"			
13. Location, use, and precautions for hazardous chemicals or materials in the workplace			
14. Procedures for a chemical or hazardous material spill or leak			
15. Area specific radiation safety training			
16. Procedure for equipment and electrical safety			



17. Procedure for reporting safety concerns			
18. Will position require driving of a state vehicle or personal vehicle for state business? If yes, review of Department of Administrative Services Safe Auto Program videos are required: Auto Liability Coverage and Driving Do's and Don't's. <a href="http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx">http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx</a>			
<b>Infection Control</b>			
1. Job specific procedures to prevent exposure to infectious material			
2. Disposal, cleaning, and disinfection of supplies and equipment			
3. Location and use of Bio hazardous waste containers for non-sharps/sharps. What to do when stuck with 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. Particular concerns regarding confidentiality in your work area			
2. Protected Health Information			
3. How to report a breach of confidentiality			
<b>Performance Management</b>			
1. Performance Management/Quality monitoring process for work area			
2. Role in maintaining accreditation standards (Joint Commission and SACS)			
3. Discussion - what are the opportunities for growth and development?			
4. Performance Management Program Rating structure and Core Competencies			
5. Progressive disciplinary actions			
<b>SUBJECT</b>	<b>Indicate either MC, MA, AU or ALL RELATED</b>	<b>DATE</b>	<b>Manager or Designee Initials</b>
<b>Compliance Training – within thirty (30) days of Hire</b>			
1. Complete "Healthy Perspectives" online training. Access the thirty (30) minute online cultural competency module at <a href="http://www.augusta.edu/diversity/hp/">http://www.augusta.edu/diversity/hp/</a>			
2. Complete HIPAA training modules (located in Workforce Learn OnLine)			
<b>Other- Unit / Department Specific</b>			