

U-M HEALTH SYSTEM ORIENTATION CHECKLIST

It is the responsibility of the newly hired employee and their supervisor to review and discuss the items on this form. It is required documentation for the employee's blue personnel folder when completed.

Name:		Employee ID:	
Position:		Date of Hire:	

	JC	TASK	TIMING	WEBSITE LINK	DATE COVERED
PRE EMPLOYMENT:					
Items that the Supervisor would cover during the interview process or prior to employee's first day.					
1	*	Discussed techniques, procedures, technology, equipment or skills needed to perform job.	Pre Employment		
2		Submitted password authorization form for computer access to additional systems.	Pre Employment	https://prodremedy.med.umich.edu/arsys/shared/login.jsp	
PROVIDED DURING CENTRAL ORIENTATION:					
Supervisor's role is to review the information that was covered during MTV and answer questions that the new hire may have regarding the material.					
3	*	Central Orientation: Attended "Michigan Traditions and Values".	MTV - Day 1	www.med.umich.edu/i/customerservice/training-mtv.htm www.med.umich.edu/umhshr/supervisor/orienting.html	
4		Reviewed Organizational Structure.	MTV - Day 1	www.med.umich.edu/opm/newspage/umhsorg.htm	
5	*	Discussed the UMHS Mission, Vision, Values and Goals.	MTV - Day 1	www.med.umich.edu/strategic/index.htm	
6	*	Reviewed the Seven Strategic Principles.	MTV - Day 1	www.med.umich.edu/strategic/princ.htm	
7	*	Discussed UMHS Diversity and the Non-Discrimination Statement	MTV - Day 1	www.med.umich.edu/diversity/ http://spg.umich.edu/pdf/201.82.pdf	
8		Reviewed Customer Service Critical Behavior Assessment.	MTV - Day 1	www.med.umich.edu/i/customerservice/training.htm	
9		Reviewed UMHS Terminology.	MTV - Day 1	(Handout in MTV Orientation Packet)	
10		Discussed the Customer Service Recovery Process.	MTV - Day 1	www.med.umich.edu/i/customerservice/servicerecovery.htm	
11	*	Explained MLearning and Mandatories.	MTV - Day 1	http://mlearning.med.umich.edu/home/	
12	*	Reviewed the UMHS Code of Conduct.	MTV - Day 1	http://www.med.umich.edu/u/compliance/doc/ConductStatement.pdf	
13		Explained the Role of Security Services.	MTV - Day 1	www.med.umich.edu/security/	
14	*	Discussed the role of Safety Management Services.	MTV - Day 1	www.med.umich.edu/i/safety/	

JC = ASTERISK (*) IN COLUMN INDICATES THAT ITEM IS COVERED DUE TO JOINT COMMISSION REQUIREMENTS

15	*	Discussed Fire Safety and Emergency Management	MTV - Day 1	www.med.umich.edu/i/safety/	
16	*	Discussed the Critical Incident Procedure and UMHHC Codes (incl yellow card).	MTV - Day 1	www.med.umich.edu/i/mandatories/critical/critcomp.htm http://www.med.umich.edu/i/safety/emergency/emergency_codes.pdf	
17	*	Discussed Hazard Communication/Your Right to Know.	MTV - Day 1	http://www.med.umich.edu/i/safety/hazmat/HazComTraining.htm	
18		Reviewed relevant policies including parking, smoking, dress, fragrance, radio frequency communications equipment, etc.	MTV - Day 1	www.med.umich.edu/i/policies/umh/05-03-001.html www.med.umich.edu/i/policies/umh/04-06-008.html www.med.umich.edu/i/policies/umh/05-02-004.htm	
19	*	Discussed and addressed Ergonomic Issues.	MTV - Day 1	www.hr.umich.edu/mhealthy/improve/ergoindex.html www.med.umich.edu/i/safety/ergonomics/	
20	*	Reviewed Cultural Competencies and the Program for Multicultural Health.	MTV - Day 1	www.med.umich.edu/multicultural/	
21	*	Discussed Safe Practice and Infection Control.	MTV - Day 1	www.med.umich.edu/i/ice/	
22	*	Discussed Patient Safety, including the National Patient Safety Goals.	MTV - Day 1	www.med.umich.edu/i/safety/patient.htm www.med.umich.edu/i/safety/index.htm	
23	*	Discussed the role of the Compliance Program.	MTV - Day 1	www.med.umich.edu/compliance/	
24		Selected Parking option.	MTV - Day 2	www.pts.umich.edu/	
25	*	Obtained Photo Identification Badge and understand policy.	MTV - Day 2	www.med.umich.edu/security/KeyID.htm	
26		Discussed the role of the Occupational Health Services (formerly Employee Health Service and MWorks).	MTV - Day 2	http://hr.umich.edu/mhealthy/programs/occupational/ohs/	
27		Discussed the role of the Employee Assistance Program.	MTV - Day 2	http://hr.umich.edu/mhealthy/programs/mental_emotional/eap.html	

SUPERVISOR COVERS OTHER IMPORTANT NEW HIRE DETAILS

VERIFICATIONS

28		Review Benefits forms & information and complete selections online in Wolverine Access.	First Days	www.umich.edu/~benefits/ http://wolverineaccess.umich.edu/index.jsp	
29		Reviewed Payroll Direct Deposit Form and complete online in Wolverine Access.	First Days	http://www.finops.umich.edu/system/files/dirdep.pdf http://wolverineaccess.umich.edu/index.jsp	
30		Selected Parking option.	First Days, if Employee Didn't Attend MTV Day 2	www.pts.umich.edu/	

31	*	Obtained Photo Identification Badge and understand policy.	First Days, if Employee Didn't Attend MTV Day 2	www.med.umich.edu/security/KeyID.htm	
32	*	Obtained Keys for access to department areas (offices, cabinets, etc.) and policies around use.	First Days	www.med.umich.edu/security/KeyID.htm	
33		Obtained Pager and reviewed usage of the Paging system.	First Days	https://ummcweb29.mcit.med.umich.edu/hos/PIS/index.cfm	
34	*	Verified that employee has completed Employee Health Assessment, including return visit for TB test.	First Days	https://www.med.umich.edu/secure/ehs/newempform.htm	
35	*	Fit-tested staff for TB Mask (if appropriate).	First Week	http://hr.umich.edu/mhealthy/programs/occupational/ohs/services/tbresp.html	
DEPARTMENT SPECIFIC INFORMATION					
36	*	Provided Department and Unit-based Orientation Manual.	First Days		
37	*	Discussed the Department and Unit and Scope of Services.	First Days		
38	*	Reviewed Department and Unit Mission and discussed alignment with UMHHC Mission.	First Days		
39		Provided Tour of Department and Unit and specific work area.	First Days		
40		Introduced Unit Team Members and discuss how to work together.	First Days		
41		Demonstrated use of Office Equipment, including phone system.	First Days	https://processmgt.mcit.med.umich.edu/sites/mcit/customer/devices/Pages/default.aspx	
42		Discussed Personal and Long Distance Phone Policy.	First Days	http://spg.umich.edu/pdf/512.02.pdf	
43		Scheduled Regular Meetings for employee.	First Week		
44		Provided Tour of the Medical Campus.	First Week	http://www2.med.umich.edu/pcdv2/maps/dsp_maps.cfm?maplocation=MedicalCenter	
EMPLOYEE JOB SPECIFIC INFORMATION					
45	*	Reviewed Job Description, Competencies (if applicable) and Job Specific Orientation.	First Days		
46	*	Performed a Competency Assessment of skills for job.	First Days	www.med.umich.edu/umhshr/supervisor/competency-assessment.html	
47	*	Completed Primary Source Verification on licensure, certification and registration.	First Days	http://www.med.umich.edu/umhshr/doc/PSV_Matrix.xls www.med.umich.edu/i/policies/umh/04-06-040.htm	

48	*	Reviewed Population Specific Job Requirements (including age).	First Days		
49	*	Discussed Performance Evaluation criteria and behavioral rating descriptions.	First Days	http://www.med.umich.edu/umhshr/supervisor/performan ce-planning.html#eval www.med.umich.edu/umhshr/doc/Performance%20Evaluati on%20Rating%20Descriptions.pdf	
50	*	Discussed Unit Preceptor Program, Buddy System, or Competency Assessment Method (mentoring, shadow, test, etc.)	First Days		
51		Reviewed Work Schedule.	First Days		
52		Scheduled Orientation Meetings with key individuals.	First Week		
53		Discussed Probationary Period.	First Week	http://spg.umich.edu/pdf/201.43.pdf	
54		Explain the Employee Forum (Breakfasts) with Doug Strong.	First 90 Days	www.med.umich.edu/i/ceo/meetings.htm	
POLICIES AND PROCEDURES					
55	*	Discussed the Joint Commission and standards that affect unit/position. Employee made aware of their right to report anything of serious concern to them directly to TJC.	First Days	www.med.umich.edu/i/quality/tools/doc/standardreg/2008_tjc_standards_hospitals.pdf	
56	*	Discussed UMHS Code of Conduct and Confidentiality & Information Security protected under HIPAA. Signed Code of Conduct Attestation Statement and placed in Blue Folder.	First Days	www.med.umich.edu/u/compliance/area/privacy/index.htm www.med.umich.edu/u/compliance/area/secure/index.htm	
57	*	Reviewed Patient Rights/Responsibilities.	First Days	www.med.umich.edu/quality/toolkit/rights.htm	
58	*	Discussed Unit/Building Fire and Safety procedures, Evacuation Routes, Locations of Fire Extinguishers, Pull Alarms and Gas Shut-Offs.	First Days	www.med.umich.edu/i/safety/fire/index.htm	
59	*	Reviewed the Fire/Safety Bulletin Board.	First Days	www.med.umich.edu/i/safety/fire/tackboard-information.htm	
60		Discussed Paid Time Off policies and procedures.	First Days	www.med.umich.edu/i/policies/umh/04-06-010.html	
61		Discussed Unit Attendance policies and procedures.	First Days		
62		Discussed Break and Lunch policy.	First Days	http://spg.umich.edu/pdf/201.52.pdf http://spg.umich.edu/pdf/201.31.pdf	
63	*	Discussed Proper Waste Segregation and Disposal.	First Week	http://www.med.umich.edu/i/sms/Waste/Main.htm www.med.umich.edu/i/safety/environment-hazmat.htm	

64	*	Discuss Employee's role and responsibilities involved in Safety and Infection Control.	First Week	www.med.umich.edu/i/ice/	
65	*	Discussed Life Safety/CPR.	First Week	www.med.umich.edu/i/safety/	
66		Discussed Grievance/Complaint procedure.	First Week	www.hr.umich.edu/procedures/spg201-08.htm	
67		Discussed the role of the Office of Patient Relations and Guest Assistance Program.	First Week	www.med.umich.edu/i/patrel/ www.med.umich.edu/1toolbar/Support/gap.htm	
68		Discussed the role of Human Resources and showed the HR Website and Tools.	First Week	www.med.umich.edu/umhshr/	
69		Discussed the role of Risk Management, as appropriate in the unit.	First Week	www.med.umich.edu/i/riskmgmt/	
70		Discussed the role of the Occupational Health Services (formerly Employee Health Service and MWorks).	First Week, if Employee Didn't Attend MTV Day 2	http://hr.umich.edu/mhealthy/programs/occupational/ohs/index.html	
71		Discussed the role of the Employee Assistance Program.	First Week, if Employee Didn't Attend MTV Day 2	www.med.umich.edu/mworks/eap/	
72		Discussed Continuous Quality Improvement and the PDCA Cycle.	First Week	www.med.umich.edu/i/quality/tools/pdca.html	

I agree the above information has been discussed with me, and my questions have been answered. I understand this document will become a part of my unit personnel file.

Employee's Signature:	Date:
Supervisor's Signature:	Date:
Preceptor and/or Educational Nurse Coordinator's Signature:	Date:

4/11/11