

	<b>POLICY #: Rad Policy . 14.1.1</b>
<b>SUBJECT: :</b>	<b>Effective: 10/1/2018 Revised 02/2019</b>
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Purpose: To insure each employee received appropriate orientation instructions and materials

A. MRI

1. .Check – In Procedure

\_\_\_\_\_ A. Application and other Human Resources paperwork/requirements

\_\_\_\_\_ B. Parking/Access to Medical Center

\_\_\_\_\_ C. ID Badge

\_\_\_\_\_ D. License/Credentialing/Individual Responsibility

\_\_\_\_\_ E. Medical Center Orientation (date\_\_\_\_\_, time\_\_\_\_\_)

\_\_\_\_\_ F. Employee Health (Purpose & Services) apt. date \_\_\_\_\_

2. Department/Organization

\_\_\_\_\_ A. Mission statement/Goals of Institution and Department (Hospital Policy 1.1) hang tag)

\_\_\_\_\_ B. EPIC TRAINING (Wilma)

\_\_\_\_\_ C. JC- Accreditation process, importance, employee’s role and responsibilities, variance

\_\_\_\_\_ D. Performance Improvement: purpose, monitoring, employee’s role/responsibility (hang tag) department specific.

----- E. Tour of Medical Center/Work Area

\_\_\_\_\_ F. Communications processes: Phone usage, email, confidentiality, peeper system

\_\_\_\_\_ G. RMS PACS-Log on ID, class date, \_\_\_\_\_

\_\_\_\_\_ H. HIPPA (online)

3. Job Description/Responsibilities

\_\_\_\_\_ IA. Job Description: review, available copy

\_\_\_\_\_ B. Relationship of job to the OLS Center and its staff

4. Policies/Regulation/Procedures

A. Hospital Policies (Hospital Orientation)

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\_\_\_\_\_ Review of Manuals: Hospital Policy & Procedure, Department Policies & procedure, Safety, Infection Control, Administrative Directive, Hospital Formulary, MSDS all on line

----- No smoking

B. Department Policies

\_\_\_\_\_ Policy Manual Review on line

\_\_\_\_\_ Dress Code (connects)

\_\_\_\_\_ ID Badge (connects)

\_\_\_\_\_ Break/lunch/dinner periods

\_\_\_\_\_ Time/Attendance/ work schedules/ OT/TACS system (Connects)

\_\_\_\_\_ Call in Procedure (Connects)

Leave requests and reporting to work policies (connect)

\_\_\_\_\_ CPR/ACLS/Other certifications appropriate for area: All personnel

should be taught how to respond to emergent, life-threatening events Involving patients, visitors, and employees  
expiration date \_\_\_\_\_

\_\_\_\_\_ Education: Mandatory requirements, in-service requirements, Attendance and significance to merit/performance evaluations, Credentialing, re-certification and competency ECE point.

\_\_\_\_\_ Ethics

\_\_\_\_\_ Professional affiliation paid by employee

C. Customer Relations

\_\_\_\_\_ Patient rights/responsibility

\_\_\_\_\_ Confidentiality – patient records, privacy, and release of information signed agreement

\_\_\_\_\_ Staff behavioral expectations to all persons who enter the Medical Center Complex

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D. Disaster/Emergency Preparedness

- \_\_\_\_\_ Emergency ID Paging Codes (hang tag)
- \_\_\_\_\_ Fire Safety: Overall hospital/school plan, department specific plan, drills, employee responsibility Role and
- \_\_\_\_\_ Disaster Plan: Overall plan, drills, call-back-procedure, back-up communication system, obtaining needed supplies system,
- \_\_\_\_\_ Call back list
- \_\_\_\_\_ Inclement Weather Plan: Overall plan, department plan, employee responsibility (connect)
- \_\_\_\_\_ Code Response: In-house 61123, off site 911, START

E. Safety/Risk Management online, hospital orientation

- \_\_\_\_\_ Review of Safety Manuals, location
- \_\_\_\_\_ Hazardous Material and Waste: Procedures and Precautions
- \_\_\_\_\_ Materials Safety Data Sheet, location
- \_\_\_\_\_ Safe Medical Device Act
- \_\_\_\_\_ Equipment maintenance and safety: dept. /hospital policy, employee's role and responsibility, equipment reporting process, department routine maintenance procedure
- \_\_\_\_\_ Fire Safety
- \_\_\_\_\_ Occupational Health: Services, clinic hours, after hours service (ER), exposure Reporting, On-the-Job Injury reporting
- \_\_\_\_\_ Review of Department Specific Plan: fire, utility outages, and security incidents, call 56165, reporting procedure (variance report), electric, water, medical gas, vacuum, tube system. I have completed a review of the noted items

Signature \_\_\_\_\_ date \_\_\_\_\_

Supervisor \_\_\_\_\_

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