

Healthcare Organization Orientation Packet

Acknowledgment Statement for Affiliating Students And Non-Employed Professionals

Section #1

All students have read the “Healthcare Organization Orientation Packet” and successfully completed the post-test which contains information on the following topics:

- | | |
|---|---|
| 1. Fire and Life Safety | 14. HIPAA/Privacy/Security and Confidentiality of Patient Related Information |
| 2. Emergency Management: Disaster Policy | 15. Confidentiality of HIV Information |
| 3. Hazardous Communication Information | 16. Identifying Suspected Abuse and Neglect |
| 4. Security Management/Violence in the Workplace/ Prevention of Newborn Abduction | 17. Pain Management |
| 5. No Smoking Policy | 18. Physical Restraints and Seclusion |
| 6. Electrical Safety | 19. Professional Misconduct and the Impaired Professional |
| 7. Safe Medical Device Act | 20. Improving Organizational Performance/Risk Management |
| 8. Safe Patient Handling and Incident Reporting | 21. Patient Safety/Patient Safety Goals/Team Communication |
| 9. Patient’s Rights | 22. Infection Prevention/COVID-19 |
| 10. Complaint Process | 23. End of Life Care |
| 11. Discharge Planning | 24. Medication Administration/Medication Reconciliation |
| 12. Discharge Appeal Process | 25. Corporate Compliance |
| 13. Donation of Anatomical Gifts (Organs and Tissues) | 26. Advance Directives |

Students understand that this information is required to review/complete upon orientation to the healthcare organization and annually thereafter and that the post-test must be successfully passed.

Students have **also** been oriented to the following department/unit specific information **prior** to the start of their clinical rotation; as applicable.

- | | |
|--|-------|
| 1. Location of: | (✓) |
| • Medical Records | _____ |
| • Fire Pull Station, fire equipment and specific Evacuation Plan | _____ |
| • Medical Gas Shut-off Valve (If applicable) | _____ |
| • Emergency Equipment/Medications (If applicable) | _____ |
| • Supply Cart, Linen Supply, General Equipment/Supplies | _____ |
| • Generic Standards Manual, Unit Specific Standards Manual and other resources on unit | _____ |
| 2. Review: | |
| • Specific unit policy and/or orientation processes | _____ |
| • Hospital specific emergency codes/procedures | _____ |
| • Security Issues (1:1 observation, narcotics, patient belongings) | _____ |
| • Patient Safety | _____ |
| • Operation of Call Light System | _____ |
| • Operation of Wall Suction and Oxygen (if applicable) | _____ |
| • Unit specific standards with regards to blood borne pathogens, hazardous materials located on unit, and use of necessary PPE including contact precautions and COVID-19. | _____ |
| • Documentation guidelines for the Electronic Medical Record | _____ |
| • Barcode Medication Administration Policies and medication supplies (if applicable) | _____ |

Please fill out the other side and return to Education prior to or on the 1st day of clinical after completing the requirements listed above for all students or non-employed professionals.

