



Springfield Hospital

Where People Come First

SPRINGFIELD HOSPITAL GENERAL NEW HIRE ORIENTATION CHECKLIST 2021

TOPIC	COVERED	TOPIC	COVERED
Mission/Vision/Culture Springfield Hospital Structure & Services (Welcome Brochure & Referral Brochure)		Corporate Compliance: Code of Conduct, Privacy and Confidentiality, Whistleblower Protection Act, Patients' Bill of Rights (VT and NH), Patients' Complaints, SEM- Event Reporting System, Social Media, Your Role in Risk Management	
Core Behavioral Standards Directives for a Happy Workplace		Hand Hygiene/Cough Etiquette Handwashing Return Demonstration	
Harassment & Bullying of Any Nature		Bloodborne Pathogen Exposure Control Plan PPE (Personal Protective Equipment)	
Smoking		Transmission Based Precautions	
Employee Cultural, Ethical, & Religious Values In Patient Care Settings & Diversity		Ergonomics: Basic Lifting and Back Care; Body Mechanics	
Initial 90-Day Period		Fire Plan, Life Safety, Codes	
Performance Evaluations		SDS Sheets	
Terminations		Electrical Safety	
Policies & Procedures		All Hazards Plan Initiated by the Emergency Department	
Pay Practices & Time Tracking		Radiation Safety	
Employee Assistance Program (EAP)		Patient Experience	
Retirement 401(k)		Child Abuse and Neglect Reporting Abuse, Neglect and Exploitation of Vulnerable Adults	
Fitness Room		Telephone Courtesy	
Parking		AT&T Language Line	
Appearance/Dress Code			
Workers Compensation			
Return to Work		E-mail and Workstation Use	
FMLA			
Violence in the Workplace			

By signing and dating this form, I acknowledge that I have received orientation and training on the above topics. I understand that, if necessary, I may receive additional information on any topic from my manager or the presenter. Furthermore, I understand my role as a Springfield Hospital employee and will abide by Hospital Policies and Procedures.

Employee Signature/Printed Name

Date