



Springfield Hospital

Where People Come First

SPRINGFIELD HOSPITAL GENERAL NEW HIRE ORIENTATION CHECKLIST 2023

TOPIC	COVERED	TOPIC	COVERED
Mission/Vision/Culture Springfield Hospital Structure & Services		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	
Appearance/Dress Code		Electrical Safety	
Policies & Procedures		All Hazards Plan Initiated by the Emergency Department	
Pay Practices & Time Tracking: Paylocity		Radiation Safety	
Employee Assistance Program (EAP)		E-mail and Workstation Use	
Retirement 401(k)		Child Abuse and Neglect Reporting Abuse, Neglect and Exploitation of Vulnerable Adults	
Fitness Room			
Parking			
Violence in the Workplace			
Workers Compensation			
Return to Work			
FMLA			
Patient Experience			

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