

Department Orientation Checklist *for Contingent Workforce in an Intermountain Clinical Facility*

Contingent workers must complete a department orientation on their first day of work (no longer than two weeks from start date). Orientation is under the direction of the department manager or designee.

- Full name (print): _____
- Facility: _____
- Department: _____
- Date of Orientation: _____

Orientation. Check applicable box:

- Department layout, including nurses desk, restrooms and employee amenities (lounge or break room)
- Department specific aspects of care, treatment and services
- Patient Rights posting
- Fire escapes, pull boxes and extinguishers; disaster box, evacuation plan and map; EXIT signs
- Clean linen and/or utility room/area
- Dirty utility room
- Personal protective equipment and infection control as appropriate with patient care and dirty utility
- Equipment/supply room/area
- Secure areas, such as medication and treatment rooms
- Hazardous waste and disposal containers
- Department specific patient abduction procedure
- If department is a secured area, instructions for access

Other items:

- ID Badge
- System access, such as patient charting (iCentra) and/or other role specific access requirements.
- Timekeeping. Tracked in Kronos for departments using Kronos Advance Scheduling; or Wand for all other time tracking. The ANT number must be on the worker's ID badge if using Kronos.

Signatures:

Contingent Worker: _____ Date: _____

Intermountain Representative: _____ Date: _____

Return completed/signed form to a *RightSourcing* representative within two weeks of start date