



# Field Staff Orientation Checklist

*Received and/or Reviewed*

Applicant Initials

Recruiter Initials

Pay Rate \_\_\_\_\_

Parking Reimbursement \_\_\_\_\_

Normal Business Hours \_\_\_\_\_

After Hours On Call System \_\_\_\_\_

Field Employee Manual \_\_\_\_\_

OSHA Safety Manual (Includes CDC Hand Hygiene Guidelines) \_\_\_\_\_

JCAHO National Patient Safety Goals \_\_\_\_\_

Cultural Diversity & Sensitivity Handout \_\_\_\_\_

Occupational Exposure to Bloodborne Pathogens \_\_\_\_\_

A Patient's Bill of Rights \_\_\_\_\_

Reporting Patient Incidents & Sentinel Events \_\_\_\_\_

Reporting General Concerns & Problems \_\_\_\_\_

Reporting Worker's Comp Injuries \_\_\_\_\_

Reporting Safety Issues (Includes Use of Safety Hazard Report Form) \_\_\_\_\_

Benefits Package \_\_\_\_\_

Timeslips & Payroll Process \_\_\_\_\_

Obtaining Assignments \_\_\_\_\_

Client Facility Orientation \_\_\_\_\_

Credential & Annual Review Compliance \_\_\_\_\_

ID Badge \_\_\_\_\_

Dosimeter Badge System (Radiology Only) \_\_\_\_\_

Job Description \_\_\_\_\_

Floating \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

Recruiter Signature \_\_\_\_\_

Date \_\_\_\_\_