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# New Team Member Orientation Checklist

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| **EMPLOYEE INFORMATION** | | | | | | | | | | | | |
| Name: | | | | | | | Start date: | | | | | |
| Position: | | | | | | | Manager: | | | | | |
| **FIRST DAY** | | | | | | | | | | | | |
| Provide employee with New Employee Workbook.  Assign "buddy" employee(s) to answer general questions. | | | | | | | | | | | | |
| **GENERAL INTRODUCTION** | | | | | | | | | | | | |
| Review 2hands Website  Review REDiMED Website | | | | | | * Services * Payment * Provide background on each REDiMED department and its role within the company | | | | | | |
| **2HANDS AND REDiMED STRUCTURES** | | | | | | | | | | | | |
| Review 2hands team structure and roles  Review REDiMED management structure | | | | | | | | | | | | |
| **INTRODUCTIONS AND TOURS** | | | | | | | | | | | | |
| Give introductions to department staff and key personnel during tour. | | | | | | | | | | | | |
| Tour of facility, including: | * Restrooms * Copy centers * Fax machines * Rules on food | | | | * Bulletin board * Parking * Printers * Office supplies | | | | | * Kitchen * Coffee/vending machines * Lunch rooms/Lunch facilities * Emergency exits and supplies | | |
| **POSITION INFORMATION** | | | | | | | | | | | | |
| Introductions to team (1st Shift).  Review initial job assignments and training plans.  Review job description and performance expectations and standards.  Review job schedule and hours.  Review payroll timing, timesheets and related policies and procedures e.g. leave and flexi-time  Review sites and rosters | | | | | | | | | | | | |
| **2HANDS SPECIFIC PROCEDURES** | | | | | | | | | | | | |
| Continuing Professional Development  Ordering Procedures  Clinical Practice Procedures (including Documentation Procedures)  Standard Operating Procedures for HT Equipment  Admin Procedure Manual  External Correspondence Policy | | | | | | | | | | | | |
| **COMPUTERS** | | | | | | | | | | | | |
| Hardware and software reviews, including: | | | * E-mail * Internet * Genie * Typing | | | | | * Microsoft Office System * Data on shared drives * Billing expectations * Mobile phone * Emergency phone | | | | * Databases * Internet * Eftpos (2 systems) * scanning |
| **STAFFING** | | | | | | | | | | | | |
| Provide review of Medical Practitioner, Medical Specialists and Team Leaders for each department | | | | | | | | | | | | |
| **REDiMED SPECIFIC POLICIES** | | | | | | | | | | | | |
| Review key policies. | | * Anti-harassment, Assault & Violence * Vacation and sick leave * Manual Handling * Time and leave & Overtime reporting * Staff Education * Performance reviews * Dress code * Personal conduct standards * Business Competencies * Progressive disciplinary actions * Confidentiality | | | | | | | * Security * Occupational Health & Safety * First Aid & Incident Reporting * Infection Control * Emergency procedures   -Armed Hold Up  -Evacuation Procedure/Fire & Smoke  -Power Failure Procedures  -Telephone Threat Procedure   * Money handling and Finances * E-mail and Internet use * Customer service expectations | | | |
| **ADMINISTRATIVE PROCEDURES** | | | | | | | | | | | | |
| Review general administrative procedures. | | | | * Office/desk/work station * Keys * Mail (incoming and outgoing) * Typing letters * Passwords and log ins * Purchase requests | | | | | | | * Telephones * Daily tasks * Office supplies * Office Meetings * Dr schedules * Personal belongings | |

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| **KEY** |
| To be completed first morning of the first day of employment |
| To be completed by the end of the second (2nd) day of employment |
| To be completed at the next available REDiMED group induction |

SIGNED (manager) SIGNED (staff) DATE