# Prac Placement Checklist

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| **EMPLOYEE INFORMATION** | | | | | | | | | | |
| Name: | | | | | Start date: | | | | | |
| Position: | | | | | Manager: | | | | | |
| **FIRST DAY** | | | | | | | | | | |
| complete checklist and sign off on key policies and procedures. | | | | | | | | | | |
| **POLICIES** | | | | | | | | | | |
| Review key procedures/ policies. | * Anti-harassment, Assault & Violence * Company vision/ Mission statement * Manual Handling * Dress code * Customer service expectations | | | | | | * Code of conduct * Security * Confidentiality * Occupational Health & Safety * Emergency procedures * Visitors | | | |
| **ADMINISTRATIVE PROCEDURES** | | | | | | | | | | |
| Review general administrative procedures. | | | * Office/desk/work station * Passwords and log ins * Personal belongings | | | | | | * Telephones * Daily tasks * Office supplies * Office Meetings | |
| **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 * Emergency exits and supplies | | |
| **POSITION INFORMATION** | | | | | | | | | | |
| Introductions to team (1st Shift).  Review prac placement role and performance expectations and standards.  Review job schedule and hours. | | | | | | | | | | |
| **COMPUTERS** | | | | | | | | | | |
| Hardware and software reviews, including: | | | | * E-mail * Internet * Genie * clinic | | * Microsoft Office System * Data on shared drives * Billing expectations * Mobile phone | | | | * Databases * Internet * scanning |

SIGNED (manager) \_\_\_\_\_\_\_ SIGNED (staff)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: