

On-site Orientation Checklist

1. Department Checklist
Administration
<ul style="list-style-type: none"><input type="checkbox"/> Department meetings.<input type="checkbox"/> Physician billing considerations.<input type="checkbox"/> On-Call scheduling and procedures.<input type="checkbox"/> Department communications.<input type="checkbox"/> Key contacts.<input type="checkbox"/> Emergency Procedures (fan-out lists, disaster plans, assembly areas).<input type="checkbox"/> Access (keys/codes, etc.).<input type="checkbox"/> Mailboxes
IM/IT
<ul style="list-style-type: none"><input type="checkbox"/> Access to shared drives.<input type="checkbox"/> Department specific applications.<input type="checkbox"/> Confirmation that all necessary access is in place.
Patient Care (Department specific patient care policies and procedures)
<ul style="list-style-type: none"><input type="checkbox"/> Admitting, Transfer, Discharge.<input type="checkbox"/> Consultations.<input type="checkbox"/> Treatment Procedures.<input type="checkbox"/> Diagnostics.<input type="checkbox"/> Electronic Health Record.<input type="checkbox"/> Quality and Safety Initiatives.<input type="checkbox"/> Critical Situation Contacts (algorithm for who to contact).
Teaching Responsibilities
<ul style="list-style-type: none"><input type="checkbox"/> Resident Staff,<input type="checkbox"/> Clinical Fellows,<input type="checkbox"/> Clinical Trainees.<input type="checkbox"/> Medical Students.
2. Facility Tour
Introduction to Key Personnel
<ul style="list-style-type: none"><input type="checkbox"/> Department contacts.<input type="checkbox"/> Administrative contacts.<input type="checkbox"/> Building contacts
Facility Overview and Landmarks
<ul style="list-style-type: none"><input type="checkbox"/> Overview of services provided.<input type="checkbox"/> General layout, facility map.<input type="checkbox"/> Doctors' Lounge and mailbox.<input type="checkbox"/> Switchboard protocols.<input type="checkbox"/> Parking (vehicle/bike/motorbike).<input type="checkbox"/> Food outlets.<input type="checkbox"/> Change room facilities.
Safety
<ul style="list-style-type: none"><input type="checkbox"/> Site specific emergency procedures.<input type="checkbox"/> Assembly areas.<input type="checkbox"/> Site disaster plan.