

DEPARTMENT ORIENTATION: Lab

Name: _____ Title: _____ ¾ ID: _____ Date: _____
Unit: _____ Preceptor: _____

✓	RULES AND EXPECTATIONS (DIRECTOR/MANAGER)	✓	EMERGENCY RESPONSE (Unit procedures/expectations)	✓	SAFETY
	Time and Attendance		Emergency Contact Numbers		Patient Safety
	Breaks and Lunch		Code Red – Fire		Alert Wristbands
	Payroll/Missed Punches		O2 Shut-off Valves		Biohazard Disposal
	Requesting PTO/Scheduling		Fire Exits/Extinguishers		Isolation Procedures
	Identifies with Lab Vision Statement		Verbalize RACE and PASS		Negative Pressure Room
	Commits to support of Lab Vision and Values		Code Silver – Weapon (internal & external)		Fall Prevention Protocols/Assessments
	Call-In Procedures		Code Blue		Critical Values
	Leave of Absence		Rapid Response Team (RRT)		Consent for treatment/refusal
	Employee illness: Return to work & reporting		Code Amber & Infant Security		Advance Directives/Code Status
			Code Grey – Severe weather		DNR/Termination of life support
	Holiday Schedules		Code Black – Tornado		Door signs/Postage
	Overtime		Code White – Combative Situation		Patient Acuity/Classification
	Staff Meetings		Code Yellow – Disaster Plan		Involvement in PI process
	Evaluation & Review		Evacuation plan		Age Appropriate Care
	Dress Code		Hazardous Materials /MSDS		Basic Electrical Safety
	KPI and Bonus Program		Code Brown- Bomb Threat		Eyewash stations, locations and usage
	Chain of command: dept. org		Code Purple – Chemical Spill		
	Employee Parking		Code Orange – Radiation Release		
	Drug Free Workplace	✓	CLINICAL	✓	ALL DEPARTMENTS
	Professional Courtesy		Timely Physician notification		Introductions to Staff and Pathologist
	Harassment Free Workplace		Specimen Collection		Department/hospital tour
	Domestic/Workplace Violence		Down-Time Procedures/Forms		Restrooms/Break rooms /Etiquette
			Daily hand off communication		Lockers/Personal Belongings
			Bathroom lock/key		Shift Assignments
✓	EQUIPMENT (Location & safe use/cleaning)		Labeling/Handling /Storage of chemicals		Shift Report
	Crash Cart	✓	Lab Information/Communication Systems		Supply and Order Procedures
	Defibrillator/AED				Shredders/ Document Disposal
	Personal Protective Equipment		Ability to log into THRW Network		Language /Interpretation
	Chemical Cabinet		Ability to log into Email		Supply/Linen
	Cleaning and maintenance of lab equipment		Ability to log into Citrix		Patient Nutrition
			Ability to log into Cerner		Food Trays/Delivery
	Minor Chemical spill clean up		Ability to log into CareConnect		RL6 Event Reporting
✓	Confidentiality HIPPA		Email/regularly/Calendar event expectations		Policies & Procedures
	Faxing results/orders				Phone Operations/Answers promptly with proper etiquette
	Specimen Disposal with patient information		Weekly Communication Emails (Lead Techs Only)		Name added to phone list/Locates phone list
	Caution with patient info over phone		Daily Handoff Communications		Visitation policy
			Attends morning Safety Huddles		

I have been oriented to all the above items:

Employee Signature_____ Date_____

I verify this employee has completed initial departmental orientation:

Preceptor (print):_____ Date_____

Preceptor Signature:_____

Director/Supervisor Signature:_____ Date_____