

Hospital _____

PHYSICIAN ORIENTATION PROGRAM

**Orientation
Completed
(check) Date**

Physical Plant: ED and Hospital	Check or indicate Not Applicable (NA) in next column		
	Emergency Department, Fast Track, Observation Area (all applicable areas)		
	Waiting areas		
	Nursing Station		
	Physician offices, conference room		
	Exits		
	Library		
	Security		
	Intensive Care Areas, Radiology, Laboratory		
	Cafeteria		
	Break room and Bathroom Keys given		
	Tour of Hospital		
	Key Card Given for parking if applicable		
	Hospital Identification		
	ED References Books		
	Call Room		
Record and Documentation System			
	The Medical Record		
	Paper Flow		
	Billing and Coding Information		
	Restraint Documentation		
	Discharge Planning		
	Transfer Documentation		
	Patient Tracking System (if applicable)		

Introduction to Policy & Procedure			
	Department Policy Manual		
	On-Call Schedule / Specialty Back-Up		
	Occupational Medicine		
	Facility Back-Up (e.g., trauma, burn, hand, etc.)		
	Telephone Follow-Up		
	Sexual Assault Examination		
	Transfer Procedures and Forms		
	Billing and Coding Issues		
	Organ Donation		
	Accessing the Medical Examiner		
	Civil Commitment		
	Application of Restraints		
	Treatment of Minors		
	Refusal of Care		
	Management of Alcohol-Impaired Patients		
	Policy for preliminary and final interpretation of EKGs and X-Rays		
	Dress Code		
	Admission Orders		
	Allied Health Professionals		
Medical Equipment and Medications			
	Blood-Borne Pathogens		
	ENT equipment		
	Slit Lamp and eye equipment		
	Intubation material and cricothyroidotomy instruments		
	Stretcher Space review: Monitors, Pulse Ox, Suction, equipment and supplies		
	Specialty trays		
	Monitor Defibrillator Equipment		
	Location of Meds		
	Drug List / Facility Formulary		
	Suture trays and materials		
	Crash Carts		

Quality Assurance and Peer Review Program			
	Material Given – Facility Program		
	ED QA plan given (Sentinel Policy Events)		
	Medical Ethics Policy given and explained		
	Peer Review Program explained		
	Corporate Compliance Plan		
Risk Management Program			
	Overview of MEA Risk Management Program		
	Registered for Computer Based Training Courses		
EMS Orientation	EMS Orientation		
	Student schedules and teaching responsibilities		
Medical Staff Responsibilities			
	Emergency Department Committees		
	Required Medical Staff Meetings		
	Disaster Plan Responsibilities		
ED and Hospital Administrations			
	VP of Hospital Nursing		
	Hospital administrative liaison		
	Medical Chief of Staff		
	Medical Departments		
	Medical Staff Office Personnel		
Miscellaneous			
	In-House Emergencies		
	Reading In-House EKGs and X-Rays		
	In-Patient Restraints		

Signature

Print Name

Date: _____

Orientation Grandfather Clause

I have worked at (name of hospital) _____ for approximately _____ years and am thoroughly familiar with: the physical Plant; the Medical Record and Documentation System; the ED & Hospital Policy and Procedure; Medical Equipment and Medications; the Performance Improvement and Peer Review Programs; the Risk Management Program; the Emergency Medical System; Medical Staff Responsibilities; ED and Hospital Administration and other aspects of this Hospital that relate to the provision of Emergency Care.

Signature

Date

Print Name