

Stepworks Employee Orientation Checklist

- CPR
- Crisis Intervention Training
- Vital Signs
- Medication
- Professional Boundaries
- Emergency Preparedness and Procedures
- Location of Fire Extinguishers
- Daily Schedule
- Residential Rules
- Client Handbook
- Confidentiality
- Phones
- Podio
- Electronic Medical Record
- Contraband
- Handwashing/ Infection Control
- Releases of Information
- First Aid Kit and Biohazard Policies
- Sharps
- Use of Copier/ Fax Machine
- Policy and Procedure Manual
- Medical Record/ Charting
- AMA Blocking
- Visitation
- Tour of Facility
- Medical Emergencies
- AMA Discharges
- Administrative Discharges
- Inappropriate Contact
- When to Call EMS/ Police
- When to Do an Incident Report
- When to Call the Administrator on Call
- Media Questions
- Grievance Procedures