



BAY REGION

Human Resources –
Behavioral Health Bldg.
Bay City, MI 48708

Name: _____ Date _____ Print Legibly
School: _____
Contract Company: _____

Mandatory Orientation Review for Student/Contract/Non-Employee

1. Mandatory Orientation Review Checklist – sign and return

- Student Internship Acknowledgement – *sign and return for STUDENTS ONLY*
- Observation (“Shadowing”) consent and Release Form – *sign and return for STUDENTS ONLY*

2. Behavior Expectations/Accountability & Corporate Compliance / HIPAA

- McLaren Bay Region – Mission/Vision/Core Values Statement *read only*
- Patient Rights and Responsibilities *read only*
- A Guide to Service Recovery - H.E.A.R.T. *read only*
- Review: Policy Admin 229.00 “Code of Conduct” *read only*
- Standards of Conduct Manual *read only*
- Acknowledgement Form (Standards of Conduct) *sign and return*
- Corporate Compliance/ HIPAA and Privacy *read only*
- Non-Employee Access and Confidentiality Acknowledgement Form *sign and return*
- Review: Policy HR 12.00 “Sexual Harassment in the Workplace (HIPAA Compliant)” *read only*
- Dress Code Policy *read only*
- The Joint Commission *read only*

3. Safety

- Policy 174: “Non-Punitive Error Reporting” / “Medical Errors Flow Sheet” *read only*
- National Patient Safety Goals *read only*
- If You Are Injured While On Duty *read only*
- Hepatitis B Info and Consent *complete and return*
- Latex Allergy Screening *complete and return*
- Radiation Safety (Surgery/PACU) *read only*

4. Environment of Care

- MEAT - Environment of Care Orientation/Mandatory Safety Training *complete online* – including TB, SDS, Disaster Response & Code Orange Bioterrorism Response, Prevention of Injury, Bloodborne and Transmission-based precautions, Medical Equipment Safety, Aggressive Behavior, Disruptive Behavior, Lost & Found, Fire Response, Utilities, Ergonomics – SDSs, Service Recovery, Patient Safety, Age Specific, MRI Safety
- Unit Specific Safety Data Sheets (SDS) – find and review list
- Unit Specific Material Safety Data Sheet (MSDS) – find and review list for Surgery and PACU *read only*

5. Service Provided

- Primary PCI Center
- Primary Stroke Center

Remember – mail, deliver, or Fax at 989-894-6440 all completed checklist, quizzes, & agreements BEFORE starting. Questions? Call Human Resources (Monday-Friday) at 989-894-9530.

My signature below indicates that I have reviewed, completed, and understand the requirements for the Medical Center orientation.

Signature: _____ **Date:** _____