



BAY REGION

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

Name: _____

Print Legibly

Date: _____

Mandatory Orientation Review for Volunteers

1. Mandatory Orientation Review Checklist – sign

2. Behavior Expectations/Accountability & Corporate Compliance / HIPAA

- McLaren Bay Region – Mission/Vision/Core Values Statement
- Patient Rights and Responsibilities
- A Guide to Service Recovery - H.E.A.R.T.
- Review: Policy Admin 229.00 "Code of Conduct"
- Review: Standards of Conduct Training *and* Standards of Conduct Manual
- Acknowledgement Form (Standards of Conduct) – *sign*
- Corporate Compliance/Privacy for Beginners: HIPAA and Privacy
- Review: Search Warrant
- Non-Employee Access and Confidentiality Acknowledgement Form – *sign*
- Identification & Reporting of Suspected Impairment or Disruptive Behavior - policy highlights and quiz
- Review: Policy HR 12.00 “Sexual Harassment in the Workplace (HIPAA Compliant)”
- Review: Diversity and Cultural Competence
- Dress Code Policy
- The Joint Commission

3. Safety

- National Patient Safety Goals
- If You Are Injured While On Duty

4. Environment of Care

- MEAT (Volunteer) - Environment of Care Orientation/Mandatory Safety Training (information and quiz) – complete and return quiz
- Acute Coronary Syndrome & Early Heart Attack Care Information (information and quiz) - complete and return quiz
- Unit Specific Safety Data Sheets (SDS)

5. Service Provided

- Primary PCI Center
- Primary Stroke Center

Remember – mail, deliver, or Fax at 989-891-8156 all completed checklist, quizzes, & agreements BEFORE starting. Questions? Call Volunteer Services (Monday-Friday) at 989-894-3540.

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

Signature of Volunteer: _____ Date: _____