

Sample First Days Checklist

Employee Name: _____ Dept: _____

The First Days Checklist	Date Completed	Employee's Initials	Trainer's Initials
DAY 1			
Infectious Disease and Exposure Control Module/Test			
Hazardous Materials Awareness Module/Test & Access to MSDS.			
Personal Protective Equipment (PPE) Module/Test			
Emergency Management Program Module/Test			
Abuse and Neglect Module/Test			
Fire and Safety Training Module/Test			
Review HR Module/Test: zero tolerance of alcohol & drugs, zero tolerance for harassment, employee's responsibility to maintain licensure/certificate, employee occurrence reporting, Patient & Residents Rights			
Review Work Rules & Regulations, Behavior Standards, Code of Ethics, Values			
Review of Infection Control Policies.			
Review HIPAA Policy.			
Proper Lifting Techniques and Transfers, other departmental safety requirements.			
DAYS 2-5			
Review of Department Specific Policy / Procedure Manual Process for scheduling time off work, calling in sick, scheduled breaks			
Review of Communication Standards/Plan – Module/Test			
Review of Administrative Policy / Procedure Manual			
Review Occupational Health Policies - Employee responsibility to complete OHS paperwork and medical testing, if not completed at time of hire and annual TB testing, reporting of injuries, etc.			
Review Chain of Command and Communication Policy.			
Review of Payroll Policy – Train on the time clocks. Work Schedules /Shift Rotation/ Shift Differentials/Overtime Policy			
Review job status / Explain FTE status			
Orientation Period “At-Will” first 90 days. 30-Day & 90-Day Check Ins & 90-day evaluation, mid-year conversations, anniversary annual evaluation process.			
Basic Rules: Dress Code, Smoke Free Campus, Parking			

1st Day of Work: _____ Date Submitted to Human Resources: _____