All students have read the “Healthcare Organization Orientation Packet” which contains information on the following topics:

1. Fire and Life Safety
2. Emergency Management: Disaster Policy
3. Hazardous Communication Information
4. Security Management/Violence in the Workplace/Prevention of Newborn Abduction
5. No Smoking Policy
6. Electrical Safety
7. Safe Medical Device Act
8. Incident Reporting
9. Patient’s Rights
10. Complaint Process
11. Discharge Planning
12. Discharge Appeal Process
13. Donation of Anatomical Gifts (Organs and Tissues)
14. HIPAA/Privacy/Security and Confidentiality of Patient Related Information
15. Confidentiality of HIV Information
16. Identifying Suspected Abuse and Neglect
17. Pain Management
18. Physical Restraints and Seclusion
19. Professional Misconduct and the Impaired Professional
20. Improving Organizational Performance/Risk Management
21. Patient Safety/Patient Safety Goals/Team Communication
22. Infection Control/Pandemic Flu
23. End of Life Care
24. Medication Administration/Medication Reconciliation
25. Corporate Compliance
26. Advance Directives

Students understand that this information is required to review/complete upon orientation to the healthcare organization and annually thereafter and that the post-test must be successfully passed.

Students have also been oriented to the following department/unit specific information prior to the start of their clinical rotation; as applicable.

1. **Location of:**
   - Charts, medication records, flow sheets
   - Fire Pull Station, fire equipment and specific Evacuation Plan
   - Medical Gas Shut-off Valve (If applicable)
   - Emergency Equipment/Medications (If applicable)
   - Supply Cart, Linen Supply, General Equipment/Supplies
   - Generic Standards Manual, Unit Specific Standards Manual and other resources on unit

2. **Review:**
   - Specific unit policy and/or orientation processes
   - Hospital specific emergency codes/procedures
   - Security Issues (1:1 observation, narcotics, patient belongings)
   - Patient Safety
   - Operation of Call Light System
   - Operation of Wall Suction and Oxygen (if applicable)
   - Unit specific standards with regards to blood borne pathogens, hazardous materials located on unit, and use of necessary PPE.
   - Documentation guidelines for the Electronic Medical Record
   - Barcode Medication Administration Policies and medication supplies (if applicable)

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Please fill out the other side and return to Education prior to or on the 1st day of clinical after completing the requirements listed above for all students or non-employed professionals.
(For Affiliating Students ONLY)
Student Names & Signatures:

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<tr>
<th>School Name</th>
<th>Unit(s)</th>
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The students and faculty/instructor(s) listed below will be at ______________________ for clinical training experience. (Insert hospital/agency name)

Everyone listed below have documentation of current health status and immunizations on file at the college. Each faculty member/ instructor and each student is fully compliant with NYS regulations for post-secondary students. Each is documented as immune to measles, mumps and rubella and has either had a negative PPD within the last 12 months, or if positive, is currently asymptomatic and has had a negative chest x-ray.

To my knowledge, no one listed below has any health condition which would pose a potential risk to patients, personnel or others, or which might interfere with the performance of his or her duties.

<table>
<thead>
<tr>
<th>Student Name (printed)</th>
<th>Student Signatures</th>
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Date: ______________________

Faculty Print Name: ______________________

Faculty Signature: ______________________

Emergency Phone Number: _________________

Dates of Clinical:
Start Date: _________________  End Date: _________________