



# BRANCH ORIENTATION CHECKLIST FOR CLINICIAN NEW HIRE

**NAME:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

## 1. PRE-ORIENTATION PREPARATION

- Make sure the tablet has been requested by IT and is obtained before starting day.
- Complete any Workday required items for new hire
- A completed clinical bag is prepared. Must have Goniometer (Physical and Occupational therapies only) and Gait belt for all therapies.
- Identify the potential preceptor and shadowing clinicians beforehand and let them know a new employee will be starting.
- Identify a location in the office where the new hire can sit to work on orientation items.
- Staff are notified a new hire will be starting.
- Create folder for new clinician and print out the following items in KB under New Hire Preparation.

## 2. ORIENTATION PERIOD WEEKS 1-4

- Complete General Orientation
- Completed Branch Orientation items
- Completed Shadowing
- Completed Competency
- Completed OASIS Modules (SN, PT, OT, and ST Only)
- Completed Clinical Orientation
- Completed Workday Relias Trainings
- Completed People Services Training

## 3. COMPLETION OF ORIENTATION

- Competency placed in employee file.
- Completed orientation checklist placed in employee file.

## 4. 90 DAY REVIEW

**DATE COMPLETED:**

- Complete 90-day Review – Place in employee file

• **Note: Orientation going beyond the 4 weeks:**

1. If additional 1-2 weeks needed (i.e., total of 5 to 6 weeks) branch leader needs to approval of AVP.
2. If the clinician needs further extension beyond the additional 2 weeks, this must be approved by VP of Operations.