

FACILITIES WILL WORK AT:

- SJH
- EMH
- SFH
- ASH
- Franklin/MOSH
- AMG



Complete the information below  
Please **PRINT**

FULL NAME

TITLE

Preceptor

**A. Self-Study**

Print this form and Review orientation materials **prior** to precepted orientation (See Part B). Items may be viewed at the following Web-sites: <http://wisconsinmeded.org> and <https://www.pages03.net/ascensioninformationservices/Contingent-NNAO/>. Please use Google Chrome or Firefox.

✓ = REVIEWED or N/A=NOT APPLICABLE

**Complete self-study items below prior to reporting to first day** **Complete and bring all items listed below to orientation**

<http://wisconsinmeded.org/en/careers/agency-and-allied-health/acute-care-hospitals/allied-health>

**Reviewed Online Orientation Materials:**

- Contract and Allied Health Staff Orientation
  - Organizational Overview
  - Mission, Vision, Values
  - Service Excellence
  - Corporate Responsibility Program
  - Ethics
  - Gratuities
  - Diversity and Cultural Competence
  - Team Dynamics
  - Patient safety
  - Falls Prevention
  - Occurrence reports
  - Risk Management
  - Safety and Security
  - Harassment/Violence in the Workplace
  - Smoking Regulations
  - Alcohol and Controlled Substances
  - Dress Code / I.D. Badge
  - EMTALA
  - Patient's/Resident's Rights
  - Pain Management
  - Infection Control
  - Emergency Medical Services
  - Abuse, Neglect, and Exploitation
  - Caregiver Misconduct
- HIPAA
- Corporate responsibility Program
- OSHA
- Facility/Parking information
- MSDS
- Krames On-Demand Quick Start Guide

- Ethical and Religious Directives
- How to access Policies
- Hazardous Meds List
- Unacceptable Abbreviations List
- Review/complete pre-work for appropriate E.H.R. applications
- Statewide Trauma Program
- Orientation to Ascension Mission
- National Patient safety Goals PowerPoint
- Falls Prevention PowerPoint
- Medication Management
- Abuse, Neglect, and Exploitation
- Pain Management PowerPoint
- Occurrence Report PowerPoint
- Caregiver Misconduct

<https://www.pages03.net/ascensioninformationservices/Contingent-NNAO/>

**Ministry Site**

- Ascension Welcome
- Cultural Diversity Module
- Safety, Emergency Management and Environment of care Module
- Infection Prevention Module
- Intro to IT Privacy and Security
- Intro to Ascension's Compliance Program
- Workplace Violence Prevention
- Attestation** from ministry site:  
*(Print and bring with you)*

**On-site on-boarding:**

- ID Badge
- KRONOS Time clock functions
- Network Access:
  - E-mail (if requested)
  - System Portal (My Ascension)
  - My Learning
- System Overview of responsibilities
- Confidentiality** (provided)
- Prior EPIC experience (yes or no)
- EPIC Training Scheduled \_\_\_\_\_
- First day reporting instructions
- Attestation from ministry site

**Signature Sheets:**

- Initial Clinical Orientation and Evaluation Form(s) Given:
- Site/Department orientation checklist
- Contract Staff Evaluation

All completed forms **must be returned** to:

**E-Mail:** [Michael.Mattes@Ascension.org](mailto:Michael.Mattes@Ascension.org)

**Fax:** 414-465-3491

**Mail:** 400 W River Woods Parkway  
Glendale, WI 53212

**Inter-departmental:** Glendale Corporate

**Attn: Central Staffing Office**

**COMPLETE CLINICAL REVIEW AS APPLICABLE TO ROLE**

- MicroMedix Tip Sheet for Allied Health
- Physician Portal Quick Reference(as applicable)
- Krames
- Medication Policy and Procedure/Medication Reconciliation
- Electronic Health Record Applications (as applicable)

\*\* Check with Medical Staff office if unsure about applicability of topics to your role.

**Locate at sites**

- Fire Extinguishers & Exit
- Oxygen Shut Off
- Location of Code Cart
- Review your role in a Code
- Documentation System

**Verification**

1. I have completed review of orientation information prior to working at the facility / providing patient care.

Agency Signature \_\_\_\_\_

Date \_\_\_\_\_

Orientator Signature \_\_\_\_\_

Date \_\_\_\_\_