

**UPMC HORIZON  
GENERAL ORIENTATION  
VALIDATION CHECKLIST 2019**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

Employee ID: \_\_\_\_\_

**Non-Employees:** Certificates of completion from the online modules must be completed and returned to UPMC Horizon HR within one week of starting

**\*Enter your initials in the "initial column" to record that you have reviewed and understand each of the core competency topics.**

<b>METHOD:</b>		<b>FY 2019</b>
A—Review Policy/Testing	D—Skills Lab/Proficiency Testing	
B—Direct Observation	E—Written Exam	
C—Video Review/Testing	F—Audio/Visual Aids Used	

METHOD	STANDARD	COMMENTS	Initials
	<b>CORE COMPETENCIES</b>		
A	<b>UPMC Horizon Organizational Review</b> <ol style="list-style-type: none"> <li>1. Business Unit Mission/Vision/Values</li> <li>2. AIDET Plus the Promise</li> <li>3. UPMC Horizon Senior Leadership Team Organizational Goals Ethics &amp; Code of Conduct</li> <li>4. Human Resources Performance Management License/Certification/Registration &amp; Required Clearances (if applicable) Orientation Period Drug Free Workplace Clean Air/Smoke Free Attendance Guidelines Corrective Action &amp; Discharge Grievance Policy Harassment Employee Rights Equal Employment &amp; Non-Discrimination Fair Labor Standard Act LifeSolutions</li> <li>5. Employee Health/MyHealth@ Work Worker's Compensation Work Related Injuries/Illness</li> </ol>		
A B E	<b>Environment of Care</b> <ol style="list-style-type: none"> <li>1. Safety Management Safety Officer Safety Management Plan</li> <li>2. Security Management Reporting Security Issues Door Access/Sensitive Areas</li> </ol>		

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	<ul style="list-style-type: none"> <li>Workplace Violence</li> <li>3. Fire Safety &amp; Response/Life Safety</li> <li>4. Medical Equipment/Electrical Safety Safe Medical Device Act</li> <li>5. Utility Systems</li> <li>6. Emergency Preparedness/Disaster Management Code/Condition Definitions</li> <li>7. Hazardous Materials/Waste Management Spill Response</li> <li>8. Radiation Safety</li> </ul>		
A E	<b>Infection Prevention &amp; Control</b> <ul style="list-style-type: none"> <li>1. OSHA Bloodborne Pathogens</li> <li>2. Employee Health Services</li> <li>3. Tuberculosis</li> <li>4. Hand Hygiene</li> <li>5. PPE/Standard &amp; Isolation Precautions</li> </ul>		
A E	<b>Patient Rights and Safety</b> <ul style="list-style-type: none"> <li>1. Reporting Patient Incidences</li> <li>2. MCARE</li> <li>3. National Patient Safety Goals</li> <li>4. Sentinel Events</li> <li>5. Abuse &amp; Neglect</li> <li>6. New Born Protection/Safe Haven Program</li> <li>7. Fall Prevention</li> <li>8. Restraints</li> <li>9. Privacy &amp; Security</li> <li>10. HIPAA/Confidentiality</li> <li>11. Patient Rights &amp; Responsibilities</li> <li>12. Organizational Ethics</li> <li>13. Customer Service</li> </ul>		
A	<b>Regulatory Compliance</b> <ul style="list-style-type: none"> <li>1. The Joint Commission Standard</li> <li>2. DOH</li> <li>3. HFAP</li> </ul>		
A E	<b>Corporate Compliance</b> <ul style="list-style-type: none"> <li>1. Definition</li> <li>2. Corporate Ethics &amp; Compliance Program</li> <li>3. EMTALA</li> </ul>		
A E	<b>uLearn Modules</b> <ul style="list-style-type: none"> <li>1. Privacy Awareness for Staff</li> <li>2. Harassment-Free Workplace</li> <li>3. Stroke Awareness</li> <li>4. Emergency Preparedness</li> <li>5. Patient Safety</li> <li>6. Information Security Awareness</li> <li>7. Infection Prevention</li> <li>8. Environment of Care</li> <li>9. Creating an Inclusive Workplace</li> <li>10. Compliance &amp; Ethics Review</li> <li>11. FLSA for Non-exempt/exempt Employees</li> <li>12. Bloodborne Pathogens</li> <li>13. HRZ Specific - Urgent Conditions Response</li> </ul>		