

**UPMC HORIZON/JAMESON
GENERAL ORIENTATION
VALIDATION CHECKLIST 2020**

NAME: _____ DATE: _____

SIGNATURE: _____

DEPARTMENT: _____ POSITION: _____

Employee ID: _____

Non-Employees: Certificates of completion from the online modules must be completed and returned to UPMC Horizon/Jameson 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.**

METHOD:		FY 2019
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
	CORE COMPETENCIES		
A	<p>UPMC Horizon: Organizational Review</p> <ol style="list-style-type: none"> 1. Business Unit Mission/Vision/Values 2. Senior Leadership Teams 3. AIDET Plus the Promise Organizational Goals Ethics & Code of Conduct 4. Human Resources Performance Management License/Certification/Registration & Required Clearances (if applicable) Orientation Period Drug Free Workplace Clean Air/Smoke Free Attendance Guidelines Corrective Action & Discharge Grievance Policy UPMC Jameson Parking Policy Dress Code Harassment Employee Rights Equal Employment & Non-Discrimination Fair Labor Standard Act Life Solutions 5. Employee Health/MyHealth@ Work Worker’s Compensation Work Related Injuries/Illness 		

**UPMC HORIZON/JAMESON
GENERAL ORIENTATION
VALIDATION CHECKLIST 2020**

A B E	<p>Environment of Care</p> <ol style="list-style-type: none"> 1. Safety Management Safety Officer Safety Management Plan 2. Security Management Reporting Security Issues Door Access/Sensitive Areas Workplace Violence 3. Fire Safety & Response/Life Safety 4. Medical Equipment/Electrical Safety Safe Medical Device Act 5. Utility Systems 6. Emergency Preparedness/Disaster Management Code/Condition Definitions 7. Hazardous Materials/Waste Management Spill Response 8. Radiation Safety 		
A E	<p>Infection Prevention & Control</p> <ol style="list-style-type: none"> 1. OSHA Bloodborne Pathogens 2. Employee Health Services 3. Tuberculosis 4. Hand Hygiene 5. PPE/Standard & Isolation Precautions 		
A E	<p>Patient Rights and Safety</p> <ol style="list-style-type: none"> 1. Reporting Patient Incidences 2. MCARE 3. National Patient Safety Goals 4. Sentinel Events 5. Abuse & Neglect 6. New Born Protection/Safe Haven Program 7. Fall Prevention 8. Restraints 9. Privacy & Security 10. HIPAA/Confidentiality 11. Patient Rights & Responsibilities 12. Organizational Ethics 13. Customer Service 		
A	<p>Regulatory Compliance</p> <ol style="list-style-type: none"> 1. The Joint Commission Standard 2. DOH 3. HFAP 		
A E	<p>Corporate Compliance</p> <ol style="list-style-type: none"> 1. Definition 2. Corporate Ethics & Compliance Program 3. EMTALA 		

**UPMC HORIZON/JAMESON
GENERAL ORIENTATION
VALIDATION CHECKLIST 2020**

A E	ULearn Modules <ol style="list-style-type: none">1. Privacy Awareness for Staff2. Harassment-Free Workplace3. Stroke Awareness4. Emergency Preparedness5. Patient Safety6. Information Security Awareness7. Infection Prevention8. Environment of Care9. Creating an Inclusive Workplace10. Compliance & Ethics Review11. FLSA for Non-exempt/exempt Employees12. Bloodborne Pathogens13. HRZ/JAM Specific Training – Plain Language Module		
-----	---	--	--