



ORIENTATION DEVELOPMENT PROGRAM

(Ambulatory Surgical Center)

- **Orientation Topic (Tailored to Facility Needs/Requirements)**
 - Company Welcome/ Tour of Facility
 - Administration of Badge, Log-in Info & Identification Number (If Applicable)
 - Company Mission Statement, Visions, & Goals Acknowledgement
 - Job Description, Expectations & Credentialing
 - Orientation Timeline/Preceptor Meeting
 - Employee Handbook Review & Acknowledgement
 - Company Policies & Procedures
 - Uniform Policy
 - Benefits & Payroll: Pay Calendar, PTO Policy, FMLA Policy, Evaluations, etc.
 - Code of Conduct/Employee Rights/Human Resource
 - Employee Scheduling Process
 - Employee Health File Development: Hepatitis Vaccine, PPD, etc.
 - HIPAA/Privacy
 - Lifting, Positioning & Body Mechanics
 - Incident Reporting & Employee Injury
 - Infection Control & COVID-19
 - Emergency Preparedness
 - Grievance Process
- **Skills Checklists Development (Hands-On, Video, Handout, and/or Discussion)**
 - Hand Hygiene/PPE Donning & Doffing/COVID-19 & Infection Preparedness
 - Vital Signs
 - I.V. Insertion & Discontinuation/Medication Administration
 - Patient Positioning/Body Mechanics
 - Common Surgeries & Procedures
 - Aseptic & Sterile Technique
 - Instruments, Equipment, & Supply Use
 - Charting/Documentation System
 - Perioperative/Intraoperative/Postoperative Patient Care
 - Malignant Hyperthermia
 - Code Blue
 - Respiratory Treatment & Distress
 - Fire Safety/Emergency Management
 - Latex Allergies
 - & Other Facility-specific Information
- **Documentation (Electronic/Paper)**
 - Step-by-step Instructions of Orientation Hosting Process for Facilitator
 - Job-specific Skills Checkoffs
 - Employee Health Documents (Hepatitis B Vaccination, TB testing, N95 Fit Testing, etc.)
 - Orientation Teaching Tools (PowerPoints, Videos, Handouts, etc.)
 - Orientation Supply List