CHILDREN'S HEALTHCARE OF ATLANTA

SEDATION SERVICE ORIENTATION CHECKLIST

Directions: The Department Orientation Checklist must be completed for all newly hired/transferred sedation physicians within the first 4 weeks of employment.

Physician Name: _ _____ Employee #: _____

Department/Service: SEDATION Hire/Transfer Date: _____

	Date Reviewed	Physician Initials	Proctor/Preceptor Initials	Not Applicable
Welcome/Introduction to Department				
Introduction to co-workers (ANM, Business Ops Coordinator, Nursing staff)				
Tour of department and facility				
Departmental Information				
Organizational structure of department				
Philosophy and goals of department including performance improvement initiatives				
Customer Service standards of department (define customer service targets and expectations)				
Location of equipment & instruction manuals				
Location of supplies and how to obtain them				
Departmental dress/uniform requirements				
Department specific scheduling processes: work schedule, breaks				
Department specific payroll process/contacts				
Provide key contact phone numbers to include ED, transfer center, anesthesia, inpatient units, scheduling				
How/where to store personal property at work				
Location of policies & procedures both system and department specific (online or hard copy)				
Review MRI Safety Information, if applicable				
Complete online MRI Safety computer based training module				
Complete online Sedation and Analgesia computer based training module (must receive a score of at least 85%)				
Complete online Sedation Competency--Sedation Medications computer based training module (must receive a score of at least 85%)				
Position Specific Information				
Review job description/expectations and plan employee's demonstration of required competencies by proctoring. Assigned attending physicians for proctoring are: _____				
Review the performance evaluation tool, discuss clinical expectations				
Review sedation note completion including CMS requirements for documentation				
Review consult note process using sedation note template				
Review official begin and end times of care (time out and end of care)				
Review how to view nurse documentation using Visit Summary				
Review time out process				
Review System Pregnancy Policy (testing)				
Review Policy 18.06, Minimal Sedation				
Review Policy 18.-7, Moderate and Deep Sedation				
Review Sedation Department Page on Careforce				
Infection Control				
Review isolation policy, infection control, employee health procedures and infection control chart				
Review importance of proper handwashing techniques to reduce the spread of infection				

09/24/15

	Date Reviewed	Employee Initials	Supervisor/ Preceptor Initials	Not Applicable
Proctoring (10 cases)--Record MR numbers			09/24/15	
Case 1:				
Case 2:				
Case 3:				
Case 4:				
Case 5:				
Case 6:				
Case 7:				
Case 8:				
Case 9:				
Case 10:				

	Date Reviewed	Employee Initials	Supervisor/ Preceptor Initials	Not Applicable

09/24/15