

In-Unit Orientation Review Checklist

You must complete this checklist and submit it to the HR department within 60 days of your hire date. (Note: your access to the Relias Onboarding Curriculum will expire after 60 days; you may need to request that it be reactivated if you haven't completed all of your courses).

Please document date of completion for each review area

◆ Required for all direct care staff only

✗ Required of all staff; direct care staff **must complete prior to working with clients**

All other documents required for ALL staff

Relias Onboarding Curriculum -- courses will be assigned to you by the Relias Administrator; as you complete each course, make note of the date of completion. A formal transcript for your files will be printed by the Relias Administrator when you turn in this completed In-Unit Orientation Review Checklist.

___/___/___ Bloodborne Pathogens

___/___/___ Boundaries

___/___/___ Cultural Diversity

___/___/___ Defensive Driving: The Basics

___/___/___ Domestic/ Intimate Partner Violence

___/___/___ Ergonomics: Office

___/___/___ Hazardous Chemicals: The Basics

___/___/___ Workplace Harassment

In-Direct Care Staff Only:

___/___/___ Ethical Decision Making: The Basics

___/___/___ What Does "Becoming Trauma Informed" Mean

Direct Care Staff Only:

___/___/___ Intro to Trauma Informed Care ◆

___/___/___ Law, Ethics and Standards of Care in Behavioral Health ◆

___/___/___ Ethics Elective (if assigned) ◆

Visit InsideTCMHS, the TRAINING section, scroll down below the training events list to the Orientation section (it may be easier to follow the link to the SAFETY section and scroll up); you will find a link for the ["In-Unit Orientation Review Checklist - Resources"](#) (rev 04/2019); this page has links to most of the remaining documents listed below.

Mental Health Service System Components *(enter date completed)*

___/___/___ Mental Health Service System ◆

___/___/___ AMHI Consent Decree ◆

___/___/___ Family Support Services ◆

Agency Policies and Procedures *(enter date completed)*

___/___/___ Agency Personnel Policy & Procedures Manual *(no need to complete mentioned signoff sheet)*

___/___/___ Agency Risk Management & Safety Manual

___/___/___ Agency Employee Training & Development P&P

___/___/___ Rights of Recipients Booklet(s) ◆

Unit Policies and Procedures Specific to your location *(enter date completed)*

___/___/___ Emergency Services **(found in Risk Mgmt. manual)**

___/___/___ Safety and Emergency Procedures (building evacuation, etc.) **(found in Risk Mgmt. manual online or on InsideTCMHS, Safety page) ✗**

___/___/___ Unit procedure/location for "panic pendants" (to be discussed with your supervisor)

___/___/___ Child Development and Educational Needs **(Children's Staff Only) ◆**

___/___/___ Psycho-geriatrics and Communication with the Elderly ◆

___/___/___ Treatment for Co-Occurring Substance Abuse Disorders and Mental Illness ◆

Unit Policies and Procedures (continued)

____/____/____ Adverse Reactions to Psychoactive Medications ♦

____/____/____ Psychiatric Hospitalization ♦

____/____/____ TCMHS' Services and Therapeutic Modalities X

____/____/____ Specific Job Responsibilities (as listed within job description) X

____/____/____ MHRT Code of Conduct (**For all MHRT 1's and MHRT C's only**; please review the code of conduct, print off acknowledgement sheet from the Code Of Conduct document, sign & return to HR with this In Unit Orientation Review Checklist)

____/____/____ Meeting Schedules (reviewed by/with your supervisor:

- Staff Meetings
- Supervision
 - Clinical
 - Administrative
- Stay Interview (with Manager)

Assessment of Introductory Period Training Needs (must be completed by Supervisor for ALL new staff members):

I have completed all applicable review components.

Staff Member's Signature: _____ Date: ____/____/____

Supervisor's Signature: _____ Date: ____/____/____

REMINDER: Relias courses must be completed within 60 days of hire. You do NOT need to attach either a transcript or certificates to this checklist. You do not need to print them unless you want a copy for your own records.

All other components of this checklist must also be completed within 60 days of hire and this checklist should be returned to HR as soon as all components are completed and you and your supervisor have signed it.