

GUAM MEMORIAL HOSPITAL AUTHORITY  
EDUCATION DEPARTMENT  
**GENERAL ORIENTATION CHECKLIST/AGENDA**

Name (Please Print): \_\_\_\_\_ Department: \_\_\_\_\_

Date/s of Orientation: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

**NOTE: Please initial each topic presented.**

<b>MONDAY, OCTOBER 15, 2018; CLASSROOM 4<sup>TH</sup> FLOOR</b>				
<b>TIME</b>	<b>PAGE</b>	<b>TOPIC</b>	<b>INITIAL</b>	<b>SPEAKER</b>
8:00-8:20	<b>2</b>	PROGRAM OVERVIEW		Renee Veksler
8:20-8:45	<b>3-4</b>	CULTURAL AND LINGUISTIC SENSITIVITY, (video)		Renee Veksler
8:45-9:15	<b>5-6</b>	SOCIAL SERVICES: Referrals; Services ➤ Recognizing Domestic Abuse (video)		Shirley Untalan
9:15-9:50	<b>7-8</b>	SECURITY SERVICES: Code 60, Code Pink, Violence in the Hospital (Videos)		Carmen Perez
9:50-10:15	<b>9-10</b>	GUEST RELATIONS Patient Rights; Patient Advocacy; Patient Confidentiality		Maria Perez
<b>10:15-10:25</b>	<b>B R E A K</b>			
10:25-10:45	<b>11</b>	REHABILITATIVE SERVICES: ERGONOMICS:		Nino Mathias
10:45-11:30	<b>12-14</b>	INFECTION CONTROL: ➤ Precautions ➤ PPE		Alma Siapengco, RN
11:30-12:00	<b>15-16</b>	HOSPITAL SAFETY ➤ 7 areas EOC ➤ Hospital Codes		Dave Babauta
<b>12:00-1:00</b>	<b>L U N C H</b>			
1:00-1:05		GMHA EMPLOYEE ASSOCIATION		Jesse Manibusan or Ed Davis
1:05-1:15	<b>17-18</b>	National Incident Management System (NIMS): ➤ Incident Command System (ICS) 100-HC		Michael Poblete
1:15-1:35	<b>19</b>	HUMAN RESOURCES: ➤ Employee rights & responsibilities; personnel issues; work injury		Rose Leonen
1:35-2:00		RADIOLOGY		Jeffrey Hughes
2:00-3:00		CUSTOMER SERVICE TRAINING		Maria Perez & Renee Veksler

**GENERAL ORIENTATION CHECKLIST/AGENDA (cont'd)**

Page 2 of 2

<b>TUESDAY, OCTOBER 16, 2018; CLASSROOM 4<sup>TH</sup> FLOOR</b>				
<b>TIME</b>	<b>PAGE</b>	<b>TOPIC</b>	<b>INITIAL</b>	<b>SPEAKER</b>
8:00-8:30	<b>20-21</b>	EQUAL EMPLOYMENT OPPORTUNITY ➤ ADA; Dress-Code; Language; Preventing Sexual Harassment		Toni Tenorio
8:30-8:50	<b>22-23</b>	JOINT COMMISSION ACCREDITATION		Danielle Manglona
8:50-9:05	<b>24-25</b>	PERFORMANCE IMPROVEMENT		Veronica Cruz, RN
9:05-9:20	<b>26</b>	RISK MANAGEMENT		Aurora Cabanero
9:20-10:05	<b>27-30</b>	HIPAA COMPLIANCE Video		Sera Rios
<b>10:05-10:20</b>	<b>B R E A K</b>			
10:20-10:35	<b>31-32</b>	EMPLOYEE HEALTH		Jasmin Tanglao, RN
10:35-11:10		COMMUNICATION: Situation Background Assessment Recommendation (SBAR)		Loribelle Kim, RN
11:10-12:00		FORMS PRESENTED: ➤ Post-test ➤ Orientation Checklist ➤ Certification of Safety Training ➤ Certification of Infection Control Training ➤ Program Evaluation ➤ Hospital Tour		Renee Veksler

I certify that I have been oriented on the above subjects as indicated.

CERTIFIED:

CONCURRED:

\_\_\_\_\_  
Employee / Nursing Student Signature                      Date

\_\_\_\_\_  
Orientation Coordinator    Date