

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.

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

TUESDAY, DECEMBER 18, 2018; CLASSROOM 4TH FLOOR				
TIME	PAGE	TOPIC	INITIAL	SPEAKER
8:00-8:30	20-21	EQUAL EMPLOYMENT OPPORTUNITY ➤ ADA; Dress-Code; Language; Preventing Sexual Harassment		Toni Tenorio
8:30-8:50	22-23	REGULATORY COMPLIANCE		Danielle Manglona
8:50-9:05	24-25	QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT		Veronica Cruz, RN
9:05-9:20	26	RISK MANAGEMENT		Aurora Cabanero
9:20-10:05	27-30	HIPAA COMPLIANCE Video		Sera Rios
10:05-10:20	B R E A K			
10:20-10:35	31-32	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