

# Mandatory Orientation Completion Checklist

## *Medical Staff & AHP*

*Please use this form to track your Mandatory Orientation Completion. Use the last column to document that the module or topic is completed.*

Orientation Type	Topic	Estimated Completion Time	Completed?
Orientation Part I			
General Orientation	Course #1	10-15 Minutes	
General Orientation	Course #2	20-25 Minutes	
General Orientation	Course #3	45-60 Minutes	
General Orientation	Course #4	90 Minutes	
Medical Staff & AHP General Orientation	Medical Staff Bylaws	20-25 Minutes	
Medical Staff & AHP General Orientation	Scope of Practice	3-5 Minutes	
Medical Staff & AHP General Orientation	Admit & Discharge Orders	3-5 Minutes	
Medical Staff & AHP General Orientation	Documentation Requirements	5-10 Minutes	
Medical Staff & AHP General Orientation	Medical Record Contact Information	3-5 Minutes	
Medical Staff & AHP General Orientation	Restraint & Seclusion	7-10 Minutes	
Medical Staff & AHP General Orientation	Informed Consent	7-10 Minutes	
Medical Staff & AHP General Orientation	EHR, Virtual Desktop, and Clinical Application Support Training	Varies, depending on your role, specialty and individual learning needs	
Orientation Part 2			
Medical Staff & AHP Orientation	Emergency Services	3-5 Minutes	
Medical Staff & AHP Orientation	Compliance	5-10 Minutes	
Medical Staff & AHP Orientation	Dictation	3-5 Minutes	
Medical Staff & AHP Orientation	Outpatient & Inpatient Services	3-5 Minutes	
Medical Staff & AHP Orientation	Palliative Care	1-2 Minutes	
Medical Staff & AHP Orientation	CSM Research & IRB	1-2 Minutes	