* ***EMPLOYEE HEALTH:***

K drive/ASC Policy Manual Section 10000

* Review New Hire Requirements
* ***OSHA:***

K drive/ASC Policy Manual Section 2000

* + Handout 2001 Exposure Control Plan
* SDS contact information 1-800 phone number on a yellow sticker on *ALL* phones in patient care area.
* 2 emergency eye wash stations: 1 endoscopy scope room, 1 SPD decontamination room.
* ***Infection Contol:***

K drive/ASC Policy Manual Section 9000

* ***Handout 2021 Annual Quality Improvement Work Plan***
* Handout 9002 Infection Prevention Standard Precautions
* COVID Plan for Safe Surgery
	+ Hand Hygiene
		- Complete and return quiz to Jennifer
* Annual Infection Control Plan Review
* ***Patient safety/risk managment:***

K drive/ASC Policy Manual Section 3000 and Risk Management folder

* Handout Code Sheet
	+ Malignant Hyperthermia
		- Complete and return quiz to Jennifer
* Handout Disaster Plan
	+ Disaster Manuals located at each workstation throughout the ASC – Orange 3 ring binder
* ***Review Policy 3018 Workplace Violence Prevention and Intervention Program***
* ***Safety Tour of facility***
* ***Fire Safety/Extinguisher Training***
	+ ***Healthstream***
* ***EMERGENCY BROADCAST ASC Talk with Educator about this***
	+ ***Review Policy 3020 Emergency Broadcast Alert Process***
* ***ALERTUS NM/MGH***
* ***important policies and ItEms to know:***
* K drive/ASC Policy Manual Section 11000 – Radiation Safety
* K drive/ASC Policy Manual Section 5000 – Operating Room
	+ Review ALL policies that pertain to SPD in this section
* K drive/ASC Policy Manual Section 4000 – Pre-Operative
* K drive/ASC Policy Manual Section 6000 – Post Operative
* Items to review with your supervisor
	+ HR2 Cellular Phone Policy
	+ HR12 RA Time Policy
	+ PTO and Requested Day’s Off Process/Paperwork
	+ Clocking in and Out
	+ Staffing Guidelines