

## Orientation Checklist

- I have read and understand the Mission, Vision and Values of DCH Health System.
- I have read and understand the Patient's Rights.
- I have read the information on Diversity. I understand and agree to be respectful of all staff, volunteers and customers.
- I have reviewed the information on Customer Service. I understand that great customer service is the number one priority.
- I have read and understand the Guidelines for Effective Communications for all Age Groups.
- I have read and understand the general information and regulations in the Volunteer Handbook.
- I have read, understand and agree to strictly abide by all rules and policies regarding HIPAA and Confidentiality.
- I have read, understand and agree to strictly abide by all rules and policies regarding Corporate Compliance for Volunteers.
- I have read and understand the General Safety Information, including proper wheelchair transport.
- I have read and understand the proper Infection Control and Risk Management procedures, including hand hygiene, standard precautions isolation categories, and blood borne pathogens.
- I have read and understand the Emergency Plans. I know my responsibilities in case of an emergency. I know there is an emergency plan card on the back of my badge for reference.
- I understand that I will be given an identification badge and that I am to wear it anytime I am on duty.
- I understand that I will be given instructions on how to report my hours and I will report my hours for every shift that I volunteer.
- I understand that I will receive parking instructions and I will follow these instructions.
- I have reviewed the dress code policy. I understand that I am to be in proper uniform any time I am on duty.