

<i>Information</i>	<i>Date to Complete By</i>	<i>Staff in Charge</i>	<i>Date Completed/ Initial by whom</i>
4. Office Communications: ▶ CVS Phone Listing ▶ Schedules ▶ Calling into the office for absences ▶ Vacation requests, Comp, Flex Time ▶ Employee intranet	First day of employment	Supervisor	_____
5. Mille Lacs County Geography: ▶ County Maps - How to Read ▶ GIS	First two weeks	Nurse Mentor	_____
6. Technology ▶ Computer Access/Logins ▶ Outlook ▶ EIO ▶ Shore Tel ▶ Message Set-up ▶ Call Transfers/Hold/Message retrieval ▶ SSIS ▶ MMIS ▶ Request for technology support	First day of employment First week of employment	IT CVS Case Aide	_____ _____ _____
7. Language Line (if applicable)	First month	Supervisor	_____
8. Education/Travel ▶ Request for Training/Travel ▶ Staff Education Log ▶ Fleet Vehicles ▶ Mileage Reimbursement	First week of employment	Supervisor	_____
9. Safety: ▶ Panic Buttons ▶ Key Card Use ▶ First report of injury/near miss ▶ Other	First week of employment	Supervisor	_____
10. Confidentiality/Data Privacy ▶ Data Practices ▶ HIPAA ▶ Medicare Fraud, Waste & Abuse	First month	Supervisor (Completed documents on file)	_____
3. Client Rights/Responsibility ▶ Child Protection & Vulnerable Adult Acts	First week of employment	Supervisor	_____
Part II: Health & Safety			
1. TB Control Plan, <u>Mantoux Applied</u>/Chest X-Ray ▶ ___ Not Applicable ▶ ___ Date _____ Results: _____	First two weeks	DP&C Nurse	_____
2. Last Td Date or Updated (if applicable): _____(date)	First two weeks	DP&C Nurse	_____
3. HBV Vaccine Reviewed and Offered (if applicable)	First two weeks	DP&C Nurse	_____
4. Latex Allergies (if applicable)			___ yes ___ no
5. Bloodborne Pathogens Policies/Procedures: ▶ ___ Infection Control/TB Policy ▶ ___ Universal Precautions ▶ ___ Clean-Up Spills ▶ ___ Infectious Waste ▶ ___ Cleaning Equipment ▶ ___ HBV/HIV Review ▶ ___ Exposure Follow Up Instructing Employee Initials: _____	First two weeks	DP&C Nurse	_____
6. Personal Security Policies/Procedures	First week	Supervisor	_____

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7. Union Information	First month	Union Steward	_____
Part III: Community Health Unit Overview			
1. Public Health Overview ▶ Minnesota Essential Local PH Activities ▶ Public Health Interventions ▶ The Principles of Public Health	First month	Supervisor	_____
2. WIC ▶ Peer Breastfeeding Support Program	First two weeks	WIC Coordinator	_____
3. MCH ▶ Follow Along ▶ Early Childhood Screenings	First two weeks	Supervisor	_____
4. FHV ▶ TANF ▶ Health Families America ▶ Inside-Out	First two weeks	Supervisor FHV Coordinator	_____ _____
5. CTC ▶ Contacts	First two weeks	Supervisor	_____
6. DP&C ▶ Immunizations – MnVFC, Private, Influenza ▶ IPI	First two weeks	Supervisor	_____
7. PHEP ▶ IS 100, 200, 700, 800 ▶ Calling Tree ▶ HAN ▶ MRC	First two weeks	Emergency Preparedness Coordinator	_____ _____ _____ _____
8. Long Term Care ▶ AC/EW ▶ CADI/BI ▶ Homeless/CD/Prenatal Exposure	First two weeks	Supervisor	_____
9. Staff meetings Community Health Unit, 2 nd Wednesday, 8:00 – 9:30	First week	Supervisor	_____
Part IV: Job Duties			
1. Documentation Overview ▶ Nightingale Notes ▶ MIIC ▶ MEDS	First Week	Nightingale Notes Coordinator & Nurse Mentor	_____
2. Daily Time Recording	First Week	Supervisor & NN Coordinator	_____
4. PHEP ▶ Program duties ▶ MDH Deadlines ▶ ICS 100, 200, 300, 400, 700, 800 ▶ Workspace, MnTrac, MnTrain	Ongoing	Supervisor & Nurse Mentor	_____ _____ _____ _____
5. Immunizations ▶ MnVFC ▶ Vaccine storage and handling ▶ Immunization clinics ▶ Vaccine ordering ▶ Private vaccine and influenza ▶ Sharps/bio-waste disposal	First Month	Supervisor & Nurse Mentor	_____
6. Lead Screening ▶ Program regulations and guidelines ▶ Family consultation ▶ Home assessments	First Month	Supervisor & Nurse Mentor	_____

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7. Coordinated Programs <ul style="list-style-type: none"> ▶ Follow Along ▶ C&TC Outreach ▶ WIC/MCH ▶ Inside-out ▶ TB contacts/investigations 	First Month	Supervisor & Nurse Mentor	_____
8. Community Partners <ul style="list-style-type: none"> ▶ Sheriff's Department ▶ Fairview Northland ▶ Mille Lacs Health System ▶ Public & Private Schools ▶ Utilities providers ▶ Long-term care facilities ▶ Home & community-based providers 	First Year	Supervisor & Nurse Mentor	_____ _____ _____ _____ _____