

New Hire Paperwork

All new hire orientation paperwork must be completed and submitted to the manager at the end of the onboarding period. Below is a list of the required paperwork that must be submitted prior to a new hire having an independent assignment.

Policy #, Task or Form to complete	Title of Document or Policy
SAF-U9012A *NHB	Safety Scavenger Hunt To be completed and given to Manager
ED-SW2121 *NHB	Use of Mechanical Lift for Patient Transfers To be completed with preceptor and given to Manager
Skills Checklist *NHB	Clinical Competency Checklist To be completed with preceptor and given to Manager
Learning Packet *NHB	Blood Pressure Learning Packet <ul style="list-style-type: none"> To be completed and given to Manager <i>*Team members with previous dialysis experience are not required to complete Blood Pressure Learning Packet</i>
Learning Packet *NHB	Intro to Dialysis Water Treatment Packet <ul style="list-style-type: none"> To be completed and given to FSS, then manager Make appointment w/FSS to review water room
*NHB HDP-O19310B - Nurse HDP-O19310 - Tech	End of Orientation Objectives <ul style="list-style-type: none"> To be reviewed with Preceptor and Manager
Policy #, Task or Form to complete	Title of Document or Policy
HDP-19362 *NHB	Competency Checklist Assure Prism Multi Blood Glucose Meter To be completed with preceptor and given to Manager
✓ Task	Review Crash Cart/Emergency Equipment <ul style="list-style-type: none"> Complete with your preceptor, or by pairing up with the in-center nurse
✓ Task	Meet Interdisciplinary Team (IDT) <ul style="list-style-type: none"> Nurse, Social worker, Dietician, Medical Director
✓ Task	Complete Ascend University Assignments (x4) <ul style="list-style-type: none"> Lab handling and shipping modules 4 certificates printed or emailed to manager from Ascend Univ.
✓ Task	Complete K-Health Requirements <ul style="list-style-type: none"> Vaccine records submitted to manager or employee health Tb questionnaire and Tb status determined
✓ Task	CPR Card <ul style="list-style-type: none"> Supply evidence of up-to-date CPR card to manager
✓ Task	Complete assigned Relias Education Modules in K-Net (most within 30 days of hire)
✓ Task *NHB	Complete Policy and Procedure Checklist <ul style="list-style-type: none"> Found at end of this orientation package Hand into your manager on completion
✓ Task DOH Website	Uncredentialed DTs Only: DOH State Certification <i>(**cannot work independently until state certification is received)</i> Submission deadline is 30 days from the end of the 8-week orientation period. New hire emails Manager & Education_list when application has been submitted.

*NHB – New Hire Binder

Additional Notes

