



Memorandum

Subject: Policy and Procedures - Form

Date: Updated on 01/29/08



Name: _____ **Classification:** _____

As part of your orientation, please confirm below to certify that you have read and understand your obligation under each of the following categories:

Item Description Reviewed	Date / Initial	Date / Initial	Date / Initial	Date / Initial
General Business Information				
Quality Assurance Standards				
State & Federal Required Workplace Posters				
Temporary Personnel Policies				



Memorandum

Subject: Policy & Procedure and Safety Guidelines - Orientation Confirmation Form

Date: Updated on 01/29/08



Name: _____ **Classification:** _____

As part of your orientation, please confirm below to certify that you have read and understand your obligation under each of the following categories:

Item Description Reviewed	Date / Initial	Date / Initial	Date / Initial	Date / Initial
Policies and Procedures				
Universal Precautions and Infection Control				
Blood Borne Pathogens (Hepatitis B)				
Tuberculosis				
Disaster Management				
Fire, Electrical, Safety Guidelines and Hazardous Materials				
Body Mechanics				
HIPAA / Confidentiality of Patient and Organizational Information				



Memorandum

Subject: Quality Assurance Standards - Employee In - Service Confirmation Form

Date: Revised on 01/29/08



Name: _____

Classification: _____

As part of your orientation, please confirm below to certify that you have read and understand your obligation under each of the following categories:

Category	Date / Initial	Date / Initial	Date / Initial	Date / Initial
HIV / HBV Awareness				
Fire and Safety				
Universal Precautions				
Infection Control				
WA State Abuse Reporting Requirements				
Sexual Harassment				

HIPAA				
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