



# *Gramercy Surgery Center Orientation Checklist*

## *Administrative Orientation*

<b>Topic</b>	<b>Date Completed</b>	<b>Initials</b>
<b>Facility Orientation</b>		
Physical Layout	_____	_____
Employee Handbooks/Benefits	_____	_____
Outline of Job Responsibilities	_____	_____
Schedule	_____	_____
Assignments	_____	_____
Time Cards	_____	_____
Breaks	_____	_____
Policy & Procedure Manuals	_____	_____
OSHA Regulations	_____	_____
Emergency Procedures and Fire Safety	_____	_____
Infection Control	_____	_____
Environmental Safety	_____	_____

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature