



# Gramercy Surgery Center Orientation Checklist

## Nursing 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	_____	_____
<b>Clinical Orientation</b>		
<b>RN</b>		
Personal Protective Equipment	_____	_____
OR Team Member Responsibilities	_____	_____
Chart Forms	_____	_____
Patient Flow	_____	_____
Admission Process	_____	_____
Recovery Room Procedures	_____	_____
Operating Room Procedures	_____	_____
Crash Cart Checks	_____	_____
Temperature Logs	_____	_____
Surgical Logs	_____	_____
Post-Op Call Procedure	_____	_____
Code Blue Response Plan	_____	_____
OR Fire Prevention and Code Red	_____	_____
Electrosurgical Instrument Use and Safety	_____	_____
Specimen Handling	_____	_____
MSDS	_____	_____

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

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

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

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