

## Onboarding Checklist

Date: \_\_\_\_\_

Name: \_\_\_\_\_

### Read and initial each line:

\_\_\_\_\_ I have completed a volunteer application either by mail or online

\_\_\_\_\_ I have read and understand the Mission Vision and Values of UPMC Western Maryland

\_\_\_\_\_ I have read and understand the proper Infection Control and Risk Management procedures, including hand hygiene, standard precautions, and isolation.

\_\_\_\_\_ I have completed orientation – Date \_\_\_\_\_

\_\_\_\_\_ I know my sign in number and will report my hours for every shift that I volunteer.

\_\_\_\_\_ I have reviewed the dress code policy and understand that I am to be in proper uniform any time I am on duty.

\_\_\_\_\_ I understand HIPAA and Patient Confidentiality and have signed a confidentiality agreement.

\_\_\_\_\_ I understand that I will be given an identification badge that I am to wear any time I am on duty – on my upper torso.

\_\_\_\_\_ I have read and understand the Emergency Plans. I know my responsibilities in the event of an emergency

\_\_\_\_\_ I have been cleared by Employee Health Date \_\_\_\_\_

\_\_\_\_\_ I have cleared a background check (to be initialed by Volunteer Services) Date \_\_\_\_\_

\_\_\_\_\_ I have had my photo taken for an ID badge Date \_\_\_\_\_