	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – New Compensated Member Orientation Checklist	SOG #101-006A
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

ORIENTATION CHECKLIST

Employee Name: _____ Position: Compensated Medic

Date of Hire: _____

Congratulations and welcome to Lower Providence EMS. We are delighted to have you as part of our progressive EMS team. Below you will find an outline of the orientation process. Please take this opportunity to learn our procedures and feel free to ask as many questions as necessary.

Pre-Orientation :

Completed By:

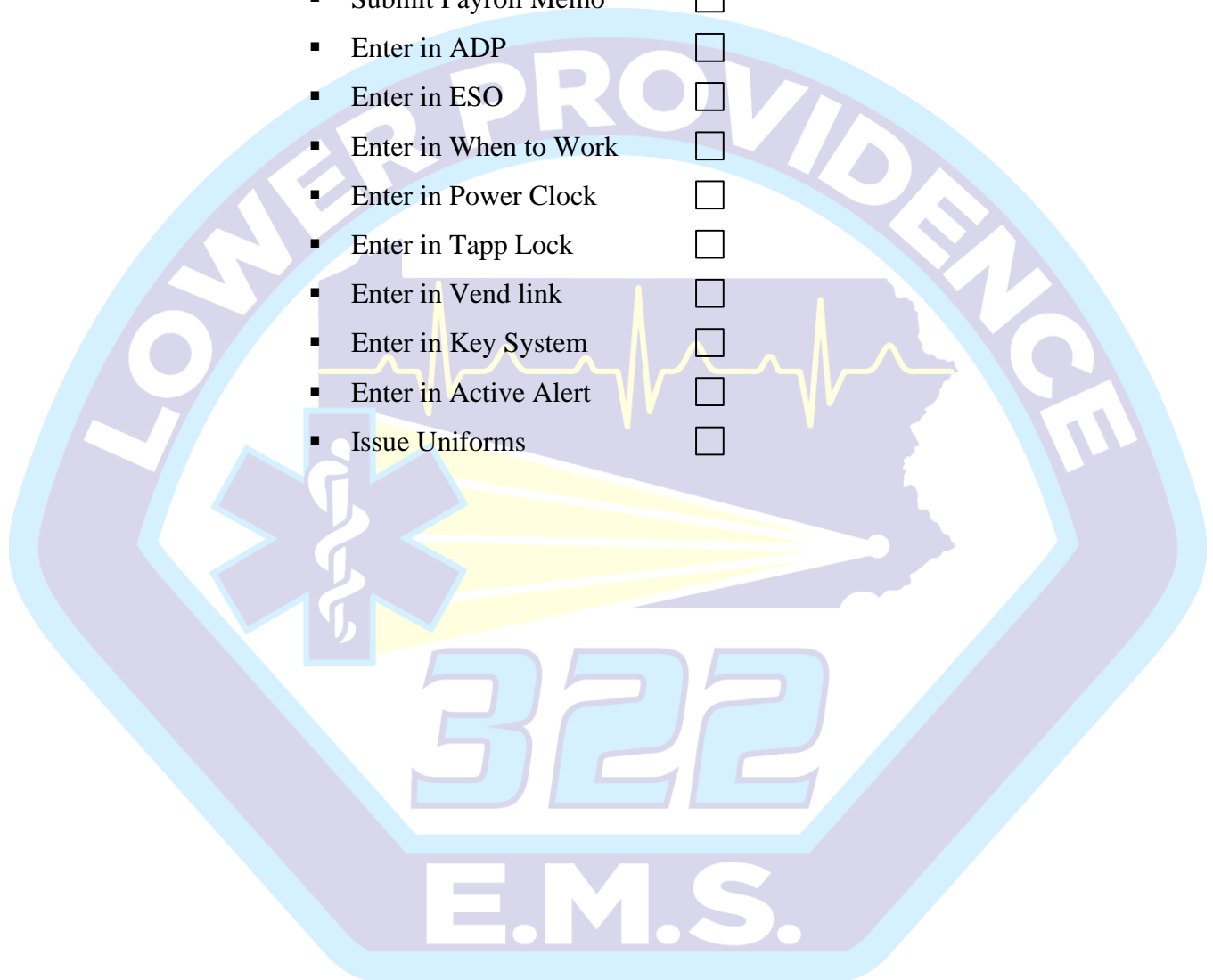
- Current Resume on File _____
- Copies of Certifications Obtained _____
- Criminal Background Submitted (Within 4 Years) _____
- Childline Clearance Submitted (Within 4 Years) _____
- Review and Signature on Position Job Description _____
- W-4 Completed _____
- I-9 Completed _____
- Insurance Beneficiary Form Completed _____
- ADP Payroll Form Completed _____
- 401K Enrollment Form _____
- Workers Comp Form Completed _____
- Harassment Policy Form Completed _____
- SOG Form Completed _____
- Benefits Enrollment (Full-Time/Perm. Pt Time) _____
- Drug Test (Tower Health) _____
- Physical (Tower Health) _____
- Medical Command Form and Con-Ed Report (ALS, EMT-A) _____

Pre-Orientation (Infection Control Officer):

- Hepatitis Record or Waiver Signed _____
- PPD / Prior Immunization Records _____
- Completion of Infection Control Course _____

○ Internal Items to Complete

- Submit Payroll Memo
- Enter in ADP
- Enter in ESO
- Enter in When to Work
- Enter in Power Clock
- Enter in Tapp Lock
- Enter in Vend link
- Enter in Key System
- Enter in Active Alert
- Issue Uniforms



ORIENTATION CHECKLIST

Employee Name: Position: Compensated EMT

Date of Hire: _____

Introductions and Tour	
	Introduction to the LPEMS Management Team
	Detailed tour of both LPEMS Stations – Emphasis on Documentation Areas & Restock Areas.
	Review of LPEMS Specific Forms and Procedures
	Detailed Review of LPEMS Handbook and SOG's
	Tour of LPEMS Units and Equipment Locations
	Review of LPEMS Tablets & Documentation Procedures

Position Requirements	
	Review Specific Position Description, Encourage Questions
	Review general expectations with new member.
	Work with member to establish goals for themself
	Explain medication and restocking procedures.

Tools and Equipment	
	Ensure uniforms and PPE have been issued.
	Assist with locating LPEMS Digital Forms and Sign Off procedures
	Ensure knowledge of and understanding of all LPEMS equipment.
	Ensure knowledge and understanding of all lifting and moving devices and resources.

Specifics	
	Ensure safe driving and operation of LPEMS Vehicles
	Ensure understanding of Special Locations in the LPEMS Coverage Area
	Ensure understanding of Local Hospitals and their capabilities
	Ensure member has demonstrated confidence and skill in the treatment of patients.

Crew leader or member should initial next to items as they are completed.

- Day 1:** Ensure Completion of Employment Paperwork..... _____
- Review of Standard Operating Guidelines and Memo Board..... _____
- Orientation to Map Books, Wall Maps..... _____
- Assist with Daily Operations..... _____
- Patient Care..... _____
- Patient Care Report Procedures..... _____

- Day 2:** Review of Day One Activities..... _____
- Orientation to Local Hospitals..... _____
- Driving..... _____
- Territory Training..... _____
- Assist with Daily Operations..... _____
- Patient Care..... _____
- Patient Care Report Procedures..... _____

- Day 3:** Review of Day One & Two Activities..... _____
- Patient Care..... _____
- Patient Care Report Procedures..... _____
- Assist with Daily Operations..... _____
- Review of Orientation Period..... _____
- Schedule Additional Orientation Days if needed..... _____
- Day 3 Crew Leader feels confident member was adequately oriented. _____
- Member feels confident they were adequately oriented..... _____

Crew leader or member should initial next to items as they are completed.

Day 1 Crew Leader : _____
 Day 2 Crew Leader : _____
 Day 3 Crew Leader : _____

