New Aides

Name ____________________________
Phone Number _____________________
Email Address _______________________
Year in school ____________
Current Semester+Year you are volunteering for: Fall  Winter  Spring  Summer / 20___
Day of week and time of Shift(s) signed up for ____________________________

THESE ITEMS MUST BE COMPLETED PRIOR TO YOUR FIRST SHIFT

☐ Sign-up for an open time slot on the Sports and Ortho (S&O) schedule or Neurologic and Older Adult (NOA) schedule

☐ Watch Preliminary Training Document on computer and complete quiz. Write answers down on page 2

☐ Complete HIPAA violations activity on page 3

☐ Review handout on dress code and attendance policy. THIS IS YOURS TO KEEP, PLEASE REFER TO IT AS NEEDED!

☐ Have your picture taken by the front desk staff and ask for a nametag to be created

☐ Have another aide train you to measure BMI, waist circumference and vitals skills

☐ Obtain a time card and learn how to sign in/out (note: you should use the same time card for the whole semester)

☐ Sign up for an orientation session at the front desk

ORIENTATION MUST BE COMPLETED WITHIN THE FIRST TWO WEEKS OF WORK

☐ Complete Orientation with Clinic Staff regarding clinic policy and procedure

Your Initials          Staff Initials

I, ____________________________, agree to adhere to the explained policy and procedures regarding confidentiality, dress code and performance in the clinic and understand that failure to follow the outlined regulations may result in termination of my role as an aide in the UDPT clinic.

______________________________  ______________________________
Signature                         Date

Clinician/Staff Member Signature _______________________________

Updated 8/2019
QUIZ - !! Provide to Orientation Coordinator!!

1. This is a serious commitment of my time.
   A. True      B. False

2. You are expected to arrive on time every day you agree to help.
   A. True      B. False

   A. True      B. False

4. If you are not working with a patient, there is nothing to do.
   A. True      B. False

5. ≥ 2 weeks notice is required when someone cannot attend a scheduled day. When people are sick or emergencies occur, an email must be sent to all other aides for coverage.
   A. True      B. False
***BRING ANSWERS TO YOUR FIRST DAY***

Printed Name: ________________________________

Signature: ________________________________

Date: _______  Semester: _________________

Write down your answers to the HIPPA Quiz:

1) _____  2) _____ 3) _____ 4) _____ 5) _____

**There are 11 HIPAA violations in the pictures below. Please circle one and indicate the corresponding number. (descriptions are in the powerpoint)**