

Staff Name: _____ Hire Date: _____

**SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
OUTPATIENT SERVICES NURSING STAFF TRAINING**

ORIENTATION TRAINING	By*	N/A	Date Completed	Verified By	Staff Initials	Responsible Staff
GENERAL ORIENTATION	-	-	-	-	-	-
Mission Statement	1d					Orientation Staff
Demographics	1d					Orientation Staff
False Claims Act Policy	1d					Orientation Staff
Drug Free Workplace Policy	1d					Orientation Staff
Employee Benefits and Expenses Policy	1d					Orientation Staff
Employee Code of Ethics Policy	1d					Orientation Staff
OSHA and Tuberculosis Guidelines	1d					Orientation Staff
Harassment Policy	1d					Orientation Staff
Privileging Application (Licensing if necessary)	1d					Orientation Staff
Job Description	1d					Orientation Staff
Electronic Time Sheets	1d					Orientation Staff
Benefit Package	1d					Orientation Staff
Confidentiality	1d					Orientation Staff
HIPAA Guidelines	1d					Orientation Staff
Mandatory Reporting of Abuse and Neglect	1d					Orientation Staff
Adverse Incident Reports (Policy, Completion of Form and Timelines)	1d					Orientation Staff
Direct Care Guide	1d					Orientation Staff
911 Protocol	1d					Orientation Staff
Choking Protocol	1d					Orientation Staff
Consensual Relationship	1d					Orientation Staff
Trauma Training	1-5d					Orientation Staff
Consumer Rights	2-3d					Orientation Staff
Consumer Rights Pertaining to Freedom From Physical and Verbal Abuse	2-3d					Orientation Staff
Management of Inappropriate Behavior	2-3d					Orientation Staff
People First Language	2-3d					Orientation Staff
Person Centered Planning	2-3d					Orientation Staff
Overview of Developmental Disabilities	2-3d					Orientation Staff
Positive Behavior Support	2-3d					Orientation Staff
Cultural Competency	2-5d					Orientation Staff
Motivational Interviewing	2-5d					Orientation Staff
Suicide Prevention	2-5d					Orientation Staff

ORIENTATION TRAINING	By*	N/A	Date Completed	Verified By	Staff Initials	Responsible Staff
OPERATION OF VANS	-	-	-	-	-	-
Transportation Policy	2-3d					Qualified Trainer
Lifts	2-3d					Qualified Trainer
Safety Belts	2-3d					Qualified Trainer
Emergency Equipment	2-3d					Qualified Trainer
Safety/Maint. Checks – Pre-Trip & Routine	2-3d					Qualified Trainer
Van Logs	2-3d					Qualified Trainer
Operator Accident Form/Procedures	2-3d					Qualified Trainer
Passenger Profile Cards	2-3d					Qualified Trainer
Driving Proficiency Test	2-3d					Qualified Trainer
POPULATION SPECIFIC TRAINING	-	-	-	-	-	-
Understanding Mental Illness - Basic Physiology	2-5d					Qualified Trainer
Schizophrenia	2-5d					Qualified Trainer
1. Negative Symptoms	2-5d					Qualified Trainer
2. Positive Symptoms	2-5d					Qualified Trainer
3. 5 Types of Hallucinations	2-5d					Qualified Trainer
4. Delusions	2-5d					Qualified Trainer
5. Bizarre Behavior	2-5d					Qualified Trainer
Bi-Polar Disorder	2-5d					Qualified Trainer
1. Mania	2-5d					Qualified Trainer
2. Depressive Phase	2-5d					Qualified Trainer
3. Rapid Cycling	2-5d					Qualified Trainer
Common Misconceptions	2-5d					Qualified Trainer
The Effects of Stigma	2-5d					Qualified Trainer
Sensitivity to Consumer/Family Needs	2-5d					Qualified Trainer
Understanding Substance Use Disorder	-	-	-	-	-	-
1. Symptoms	2-5d					Qualified Trainer
2. Withdrawals	2-5d					Qualified Trainer
3. Behavior	2-5d					Qualified Trainer
I/DD and Services Provided	2-5d					Qualified Trainer
OTHER:	-	-	-	-	-	-
Initial Performance Plan / Appraisal	3d					Administrative Supervisor
Cardio Pulmonary Resuscitation (CPR)	1w					Qualified Instructor
First Aid	1w					Qualified Instructor
NARCAN Training	1w					Qualified Instructor
Crisis Intervention	1w					Qualified Instructor

* Training must be completed within this number of employment days.

This checklist must be completed and turned in at the end of the Trauma 101 training.

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OUTPATIENT SERVICES NURSING STAFF TRAINING**

GENERAL ORIENTATION TRAINING	By*	N/A	Date Completed	Verified By	Staff Initials	Responsible Staff
ORIENTATION TO SITE	-	-	-	-	-	-
Introduction to Outpatient Staff	2wk					Nursing Sup.
Tour of Facility	2wk					Nursing Sup.
Location of Forms/Supplies/Medications	2wk					Nursing Sup.
Introduction to Billing	2wk					Nursing Sup.
Staff Parking	2wk					Nursing Sup.
Computer Training and Password	2wk					IT Specialist
OUTPATIENT SERVICES OVERVIEW AND GENERAL INFORMATION	-	-	-	-	-	-
Responding to Emergency	2wk					Nursing Sup.
Site Security	2wk					Nursing Sup.
Dress Code	2wk					Nursing Sup.
Staff Rules	2wk					Nursing Sup.
Overview of Facility Services	2wk					Nursing Sup.
Telephone	2wk					Nursing Sup.
Fire Drills	2wk					Nursing Sup.
Disaster Plan	2wk					Nursing Sup.
Consumer Grievance Procedure	2wk					Nursing Sup.
Consumer / Vendor Boundaries	2wk					Nursing Sup.
Sample & Medication Closet Security	2wk					Nursing Sup.
NURSE SPECIFIC TRAINING	-	-	-	-	-	-
Vital Signs	2wk					Nursing Sup.
Calling in Prescriptions						
Antipsychotic Medications	2wk					Nursing Sup.
Benzodiazepine Policy	2wk					Nursing Sup.
Lithium	2wk					Nursing Sup.
Antidepressants	2wk					Nursing Sup.
Seizures Medications	2wk					Nursing Sup.
Anti-anxiety Medications	2wk					Nursing Sup.
Other - Suboxone, Revia, Naltraxone	2wk					Nursing Sup.
ADHD Medications	2wk					Nursing Sup.
Order Connect	2wk					Nursing Sup.
7 Rights of Medication Administration	2wk					Nursing Sup.

GENERAL ORIENTATION TRAINING	By*	N/A	Date Completed	Verified By	Staff Initials	Responsible Staff
UNDERSTANDING / COMPLETING DOCUMENTATION - Continued	-	-	-	-	-	-
Nursing Documentation	2wk					Nursing Sup.
Appointment Documentation	2wk					Nursing Sup.
Patient Assistance Program	2wk					Nursing Sup.
Provider Samples	2wk					Nursing Sup.
Drug Screens	2wk					Nursing Sup.
Refrigerator Temp Log	2wk					Nursing Sup.
Procedures for Reporting Internal Problems	2wk					Nursing Sup.
Documentation Completion / Submission / Timelines	2wk					Nursing Sup.
Dispensing Day Habilitation Medications	2wk					Nursing Sup.
Emergency Medical Assessments	2wk					Nursing Sup.
Sensitivity to Family/Individual Needs/Concerns (Handling Problems)	2wk					Nursing Sup.
Involuntary Commitments	2wk					Nursing Sup.

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