

Staff Name: _____ Hire Date: _____

**SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
ADMINISTRATIVE 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
Consensual Relationship	1d					Orientation Staff
Mandatory Reporting of Abuse and Neglect	1d					Orientation Staff
Adverse Incident Reports (Policy, Completion of Form and Timelines)	1d					Orientation Staff
Consumer Rights	1d					Orientation Staff
Consumer Rights Pertaining to Freedom From Physical and Verbal Abuse	1d					Orientation Staff
Management of Inappropriate Behavior	1d					Orientation Staff
OTHER:	-	-	-	-	-	-
Initial Performance Plan / Appraisal	3d					Administrative Supervisor

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

This checklist must be completed and turned in at the conclusion of the required training.

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GENERAL ORIENTATION TRAINING	By*	N/A	Date Completed	Verified By	Staff Initials	Responsible Staff
Policy 237 - Lockdown	1d					Qualified Trainer
Policy 140 (page 8, section 6) Doctor Strong	1d					Qualified Trainer
Employee Check Out Sheet	1d					Qualified Trainer
AVATAR	1-5d					U.M. Specialist
Open Access Intake Procedure	1 wk					Qualified Trainer
DUI Process/Scheduling - Orientation	2-3 wks					Qualified Trainer
DUI Process/Scheduling - Intakes	2-3 wks					Qualified Trainer
Review Guarantors	2-3 wks					Qualified Trainer
Switchboard/ Department Review	2-3 wks					Qualified Trainer
Front Desk Sign-In Procedures	2-3 wks					Qualified Trainer
Consumer Demographic Information	1 wk					Qualified Trainer
Crisis Linkage Procedures	1 wk					Qualified Trainer

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