

AUGUSTA HEALTH NEW TEAM MEMBER EDUCATION VERIFICATION CHECKLIST

Welcome to the Augusta Health family! As part of your onboarding process, we've provided the [Express Education Self-Study Document](#) to ensure you're prepared and confident in understanding our organization's values, policies, and safety protocols from day one. Please carefully review the following sections and acknowledge your completion. After reviewing the document, sign and submit the acknowledgment form confirming your completion. This must be done before you can begin working in your department.

Topics Covered in the Express Education Self-Study Document

☐ Living Our Mission

- Our Vision, Mission, and Values: Upholding the standards that define who we are and how we serve our community.

☐ Compliance & Patient-Centered Care

- DNV and Compliance Standards: Ensuring excellence in all that we do.
- HIPAA/PHI Policies: Protecting patient privacy and sensitive information.
- Patient Rights and Responsibilities: Understanding disclosure policies for patients' families and friends.
- Recognizing and Reporting Suspected Abuse or Neglect: Safeguarding our patients.

☐ Safety First

- Disability Awareness: Promoting accessibility and inclusivity.
- Hourly Rounding & Fall Prevention Program: Creating a safe environment for every patient.
- Tobacco-Free Policy: Supporting wellness on our campus.
- Radiation and MRI Safety: Maintaining health and safety in specialized environments.
- Hazardous Materials and Waste Management: Proper handling procedures for dangerous materials.
- Exposure to Blood or Body Fluids: Following safe response protocols.

☐ Team Member Well-Being

- Diversity in the Workplace: Fostering respect and inclusion.
- Workplace Violence Prevention: Maintaining a secure and supportive workplace.

☐ Preparedness and Emergency Response

- Emergency Codes, Code Red, and Stroke Alert: Rapid and effective response to urgent situations.
- Emergency Operations Plan: Knowing your role in organizational readiness.

☐ Health and Hygiene Standards

- Infection Control: Mastering hand hygiene, standard precautions, and isolation protocols.
- Tuberculosis Awareness: Recognizing and addressing risks.

☐ Ergonomics and Equipment Safety

- Medical Equipment Safety and Back Safety: Using tools and practicing techniques to prevent injury.

Acknowledgment Statement

By signing this form, you confirm the following:

- I've reviewed the Express Education Self-Study Document published on the [Investing in Us](#) website.
- I understand the key policies and expectations and know I can reach out to my supervisor if I have any questions.
- I agree to follow the guidelines outlined in the Express Education Self-Study Guide as part of my role at Augusta Health.

Date: _____

Printed Name: _____

Signature: _____

NEED HELP?

If you have any questions, we're here to support you—reach out anytime!

Organizational Talent and Development

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