



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Orientation Checklist	SOG #: 2.14.2
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Status: ACTIVE	Written: 10/30/2008
Written by: Hollye B. Carpenter	Revised: 05/08/2014
Approved by: Hollye B. Carpenter	Adopted: 01/31/2009

Name: _____	Start Date: _____
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Description	Date Completed	Employee's Initials	Officer's Initials
Provider # _____			
HIPAA Training (Form)			
Confidentiality (Form)			
Infection Control Training (Form)			
Mandated Reporter (Form)			
EMS Charts Review			
Uniform Issue/Order (Form)			
EMS Gear Issue/Order (Form)			
Station Keys	13 19 31		
Department ID Issued			
Certification Checklist (Form)			
Immunization Checklist (Form)			
Driver Clearance (Form)			
Station Orientation (Form)			
SOG Review (Form)			
AIC Clearance (Form)			

Communications	Date Completed	Employee's Initials	Officer's Initials
NCEMS Contact List			
OEMS Agency Affiliation			
Everbridge			
EMS Manager			
EMS Charts			
CAD			
Special Reports – EMS Charts			
NCEMS Group Email			
NCEMS Website			
ESEMSC Server			
Office Mailbox			
Fuel Master Access			