Date: September 23, 2002 ~ March 10, 2014

Orientation Check List

NAME:

	Station 13		Station 19		Station 31	
	Initial & Date		Initial & Date		Initial & Date	
	EMS Provider	Preceptor	EMS Provider	Preceptor	EMS Provider	Preceptor
GENERAL ORIENTATION						
Staff Introduction						
Staff On/Off procedures						
Review of all documents in NCEMS Manual						
Introduction to Station Liaison & Role Review						
BUILDING ORIENTATION						
Entry Process (code or keys issued)						
Station Tour						
Alerting System: Radio and/or scanner						
NCEMS Portable Radios						
Memo Boards						
Work schedule location						
Contact lists and phone numbers						
Location of NCEMS Employee Manual						
Rehab Supply						
EMS Supply						
Security procedures						
Electrical Outage procedures (i.e. operation of bay doors)						
Temperature Controls & Policies						
AMBULANCE ORIENTATION						
First due/Second due ambulance procedures						
Shorelines						
Ambulance checklists (new employee must complete)						
Maintenance procedures						
Fueling procedures						
EMSchart review and storage procedures						
Radio communications w/911, Med and HEAR channels						
Cellular phone communications and policies						
Review of Defibrillator Operation						
DRIVER ORIENTATION						
Checklist completion (NCEMS FORM 2.6.1)						
District review						
HOSPITAL ORIENTATION						
Staff Introduction						
Face Sheets						
Pyxis access code						