



WORKSHEET (form)

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Laboratory New Staff Orientation Checklist

Name: _____ Job Title: _____

Date commenced: _____ Section: _____ Laboratory: _____

Within the first 30 days of employment, the following areas must be covered:	Completed (tick)
Employee has completed HR paperwork, has ID badge and pay number	
Manager has provided personnel job description and explained training / work schedules. Performance development review process explained	
Code of ethics acknowledgment G 10 WS 11 A provided to staff member and signed after reading (retain in personnel file)	
Discuss employee's goals	
Prepared & explained employee's personnel file (who has access, what's kept, where its kept)	
Personal locker assigned	
PPE (ie: laboratory coats and protective eye wear) issued	
Manager has placed employee's telephone # on section phone list	
Mentor assigned to employee (<i>record n/a if not relevant</i>)	
<u>Manager briefly discussed administrative procedures and policies including:</u> <ul style="list-style-type: none"> • Laboratory organisational structure and roles • Laboratory quality policy • Customer service expectations • Occurrence reporting – introduce non-conformance report & laboratory incident report form • Release of information and patient confidentiality • Lab dress code including closed toe shoes • Attendance and work schedule • Overtime if approved and process for claiming • Leave request procedure • Clock in/out and payroll procedures • Disciplinary policy 	
<u>Laboratory tour provided by Section/lab manager: to include</u> <ul style="list-style-type: none"> • Fire exit plan (evacuation routes), location of fire extinguishers and other safety equipment • Handwash sinks and explain when and how to wash hands. Lab coat requirement. Explain when to wear gloves. • Location of chemical safety cabinet, shower and eyewash, biosafety cabinets • Each department/section in the laboratory • Restroom, locker facilities (if available) and staff tearoom • Pathologists, Lab Manager/ Directors, Lab employees introduced 	
<u>Provided computer orientation and training if relevant (<i>enter n/a if not</i>):</u>	

Within the first 30 days of employment, the following areas must be covered:		Completed (tick)
<ul style="list-style-type: none"> • Employee received access, sign on username and password • Employee was trained on LIS procedures relevant to the job 		
Section manager provided initial training on policies/procedures specific to the section		
Employee has read the following information sheets and SOP (provide in laboratory orientation booklet):		Documents are also available from https://path-png.org/lqm-associated-documents/
Laboratory Quality Management	G_10_Info_1	
Laboratory Biosafety	G_10_Info_3	
Personal Protective Equipment	G_10_Info_8	
Laboratory Acquired Infections (Human Health)	G_10_Info_10	
How to use a Biohazard Spill Kit	G_10_J_2	
How to use a Aero Workplace First Aid Kit	G_10_J_3	
Waste decontamination and management SOP	G_10_SOP_22	
<u>Other important safety procedures explained:</u>		
<ul style="list-style-type: none"> • Proper hand washing • Gloves (when to wear, disposal) • Lab coat laundering • Sharps precautions: sharps disposal, broken glass/ blood spill clean up • Labelling/handling/storage of chemicals • Waste management – see Waste management SOP above 		

I have read and understand all of the information presented in the laboratory orientation booklet.

Employee's signature

Date

The above employee has satisfactorily completed all areas of orientation.

Managers Signature

Date

Completed checklist and code of ethics acknowledgement must be filed in the employee's personnel file held by the laboratory section head or laboratory manager.