New Employee Onboard

1. Tour
   1. Safety
      1. PPE
         1. Gloves, Goggles/Face Shield, Coats
      2. Disinfectants
      3. Mechanical - Hoods, Eyewash, Showers
      4. Exits, Gathering location, Fire Extinguishers, Pull boxes, Emergency buttons
      5. Infectious waste
   2. General
      1. Lockers
      2. Restrooms
      3. Tube system
      4. Phones
      5. Walk-in
      6. Storage
      7. Break room
      8. Schedules, PTO requests, Call-in, Time adjustment
      9. Copiers
2. Computer
   1. Beaumont Intranet
      1. Applications
         1. Employee Health Incident Report
         2. Password Self Service
         3. RL Solutions
      2. All Departments
         1. Emergency Preparedness
         2. Human Resources
         3. Telecommunications
      3. Documents
         1. Policies
         2. Safety Data Sheets
      4. Education
         1. Healthstream
      5. Quality
         1. RL Solutions - scripting
      6. Resources
         1. experienceBeaumont
   2. Sunquest
      1. GUI
      2. Roll and Scroll
   3. Epic – Overview
   4. Soft – if applicable
   5. Email
   6. Oaknet
      1. People Search
      2. Documents
         1. Policies and Procedures
   7. Medtraining.org
   8. Mobile Heartbeat
3. General
   1. Name Badge
   2. Time clock/Kronos
   3. Color Blindness test
   4. Locker request
   5. Credentialing documents

Employee Date

Trainer Date