# Employee Orientation/Annual Checklist: Molecular Diagnostics

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| **Personal Information** | |
| Employee Name: |  |
| Home Address: |  |
| Telephone number: |  |
| Start Date: |  |
| Supervisor: |  |

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| **Checklist Item** | **Date Completed** | **Employee’s Initials** |
| 1. Security and Safety Orientation |  |  |
| Receive door badge, username & password. |  |  |
| Participate in a Safety Tour of the building and laboratory |  |  |
| 1. Complete Initial Online Training Program |  |  |
| HIPAA training |  |  |
| Fire Safety training |  |  |
| Electrical Safety training |  |  |
| Blood borne pathogens training/BioSafety |  |  |
| OSHA Hazard Communications and Chemical Hygiene |  |  |
| Introduction to the Clinical Laboratory |  |  |
| Introduction to Analytic Quality Assurance |  |  |
| Introduction to Molecular Diagnostics |  |  |
| 1. Required Reading |  |  |
| GENETWORx/GENETWORx-ID Quality Manual |  |  |
| LABOPS SOP Manual |  |  |
| Operations SOP Manual |  |  |
| Information Technology SOP Manual |  |  |
| Equipment SOP Manual |  |  |
| 1. Internal Forms |  |  |
| Statement of Patient Confidentiality |  |  |
| Review and Sign the Hepatitis B Vaccine Consent/Declination Form |  |  |
| Provide resume, diploma or transcript, vaccination records to supervisor |  |  |
| Sign and Date Job Description |  |  |