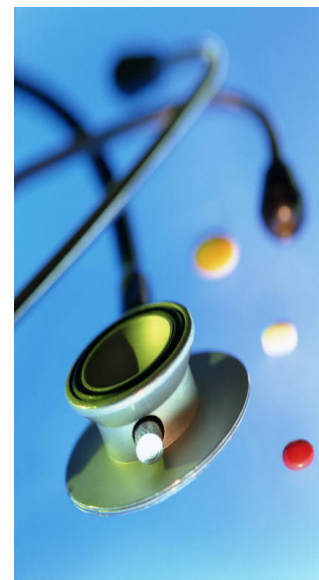


JMO / RMO Orientation Checklist



Employee Information

Name:	Start Date:
Position:	
Site:	RMO Supervisor:

Administrative Orientation

- Introduction to staff
- Location of facilities, (toilet/kitchen)
- Rostered hours of work
- On call / after hours commitments
- Lunch Breaks
- Timesheet Approval
- Local Administrative processes
- Identification Badge
- Appropriate IT Access

Clinical Orientation

- Clinical Handover (at end of shift/end of term)
- Clinical Documentation
- Pharmacy / Prescribing / Medication Management
- Guardianship Orders / Mental Health Act
- Performance Expectations (expectation of tasks)
- Local Education / Training / Ward Rounds
- Supervision and Performance Evaluation (with who and when)
- Assignment of buddy / shadow staff