

Ultrasound/Radiology Employee Orientation

Name: _____ Date of hire _____

1. Check-in procedure

- _____ A. Application and other Human Resource paperwork/requirements
- _____ B. Parking/Access to LSUHSC hospital/ACC building
- _____ C. ID badge
- _____ D. Ultrasound training; Registry requirements/Credentialing/Individual Responsibility
- _____ E. LSUHSC hospital orientation (date: _____)
- _____ F. Employee Health (purpose & services)

2. Department/Organization

- _____ A. Departmental organizational chart
- _____ B. Departmental Performance Improvement: monitoring, employees role/ responsibility.
- _____ C. Ultrasound examination protocol and guidelines
- _____ D. Performance of ultrasound examinations – Supervision
- _____ E. Tour of Ultrasound department in the hospital & ACC building
- _____ F. Departmental specific RMS, PACS, and Loqic works training

3. Job Description/Responsibilities

- _____ A. Job description: review/ and related duties
- _____ B. Relationship of job position in regards staff sonographers
- _____ C. Annual merit and rating reviews

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_____ D. Requirements for promotional advancement opportunities

4. Departmental policies/rules/regulations/procedures

_____ A. Departmental policy manual review

_____ B. Dress code

_____ C. Keys obtained

_____ D. Review of TACS system

_____ E. Shift assignments and responsibilities

_____ F. On call status; time frame & performance

_____ G. Call in procedure/leave requests/reporting to work policies

_____ H. Break times & lunch periods

_____ I. Continuing education requirements

_____ J. Orientation of the ultrasound equipment

_____ K. Proper procedure for the use/maintenance of the glutaraldehyde soaking Station

5. Hospital policies

_____ A. Civil service rules and regulations

_____ B. Review of Hospital, Infection control, & Safety manuals and where they Can be located

_____ C. Departmental fire, disaster & inclement weather plans

Employee Signature

Manager – Supervisor Signature

Date

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