

MARY GREELEY MEDICAL CENTER
Ames, Iowa

COMPETENCY BASED ORIENTATION

COVID-19 Entrance Screener

Last Name _____ First Name _____ Employee ID _____ Date _____

Department _____ Position _____

This checklist must be completed and returned to HR within 72 hours of beginning assignment.

- **Learning Resource:** Options identified to address learning need.
 - Orientor/trainer
 - Referenced resource document

Method to Verify Learning

Key: D = Demonstration
V = Verbal explanation
O = Observation of performance

- Items that are identified as not applicable to a certain area may be marked "N/A" in the date/initial line individually.

Date Met/Orientor's Signature: Orientor initials and dates when learning validated, **required on each line item.**

Comments: Orientor or orientee may write comments related to any line item

Last Page: • Signature key where orientor signs first and last name and credentials.
• Orientor signs & dates when completed. Return completed form to Human Resources

COMPETENCY BASED ORIENTATION

	Learning Resources	Method to verify learning	Date met & Orientor's Initials	Comments
Familiar with General Layout of the Area				
Can locate exits, fire extinguishers, alarms, oxygen shut off valves.	Orientor	D V O		
Location and use of Personal Protective Equipment/Safety Equipment				
Verbalizes proper PPE usage by door screeners.	Orientor, Instructions for Screeners Document	D V O		
Verbalizes cleaning process for: PPE, Equipment, and Work Area	Orientor, Instructions for Screeners Document	D V O		
Visitor Processes				
Verbalizes understanding of current screening process.	Orientor, Visitor and Patient Handling Document	D V O		
How to handle visitors who do not pass the screening questionnaire: <ul style="list-style-type: none"> Give them a visitor packet, a handmade mask, and send home. Instruct them to contact provider if symptoms are present. 	Orientor, Instructions for Screeners Document	D V O		
Verbalizes understanding of current visitor screening signage.	Orientor	D V O		
Verbalizes purpose and use of Visitor Guidelines Card.	Orientor, Visitor Guidelines Card	D V O		
Vendors and contractors entering through the loading dock will be screened as employees.	Orientor, Instructions for Screeners Document	D V O		
Visitors wearing a sticker with the current date reentering the building must have their temperature retaken.	Orientor, Instructions for Screeners Document	D V O		
Retail delivery drivers are not allowed in the medical center and staff must meet them at the main entrance.	Orientor, Instructions for Screeners Document	D V O		
Patient Screening				
Patients arriving in the ED entrance will be screened by emergency department staff.	Orientor, Instructions for Screeners Document	D V O		
Outpatient with appointment should be given a handmade mask and sent to their car to call provider regarding the appointment to determine if they should be seen today/further instructions.	Orientor, Instructions for Screeners Document	D V O		

Learning Resources: Orientor, Trainer, or Referenced Resource Document

Method to Verify Learning: D=Demonstration V=Verbal explanation O=Observation of performance

