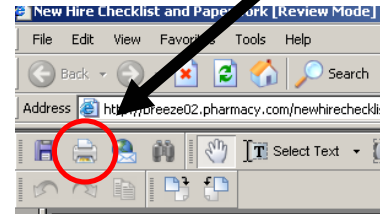


To print this document:

- Click the **Adobe** print icon  – contained within the **Adobe** toolbar.



**Instructions:** The checklist includes *guidelines* and NOT directives for PST Orientation. It is not required to go in order of the checklist. If there is a need to change the sequence, please feel free to do so. At the same time, all items must be completed on this list.

## Day 11 and 12 with LCM

Educational Focus	Description	LCM Initial
A. Service area	Review Service Area.	
B. Goal planning	Location specific – including Scoreboard, PIM report, BvA, etc.	
C. Expense report	<p>Discuss the expense report process.</p> <p>Online training can be found at: <a href="http://training.concureworkplace.com">http://training.concureworkplace.com</a></p> <p><b>Note:</b> This includes training on the features, benefits, and functionality of our online expense report system. This tutorial will guide you through how to create, edit and submit an expense report.</p> <p>The online expense report can be found on the Home Page – under Finance, Payroll, Online Expense Expert or at: <a href="http://my.concureworkplace.com">http://my.concureworkplace.com</a></p> <p><b>Note:</b> the company ID required to login is rotet6ba1vw1cc2b</p>	
D. On Call Procedure	<p>Review On Call Policy (2.1.36) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.1/2.1.36.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.1/2.1.36.pdf</a></p>	
E. AOL Instant Messenger	<p>AOL IM (Instant Messenger) can be used to obtain immediate responses from someone online within Rotech.</p> <p>You will need:</p> <ol style="list-style-type: none"> <li><b>Install (if applicable).</b> Computers normally have AOL IM installed. If not, the install file can be found on the Home Page – under Systems, Downloads, Computer Group Files, AOL Instant Messenger 5.9. If you need additional help with the install, call RSG's Help Desk at (877) 272-6577.</li> <li><b>AOL account.</b> Go to <a href="http://www.aol.com">www.aol.com</a> and click AIM. Click <b>Get Free Screen Name</b>. You will need to create an account – to where the account is specific for Rotech use only.</li> </ol>	

Educational Focus	Description	LCM Initial
	<p>3. <b>Contact List.</b> To activate your account within Rotech, you must add your IM name – on the Home page's Contact List.</p> <ul style="list-style-type: none"> <li>a) Go to Contact Lists, Update Your Info.</li> <li>b) Type your email prefix ID and password.</li> <li>c) Click Authenticate.</li> <li>d) Type your AIM ID into the appropriate field.</li> <li>e) Type your password again and click Update Personal Info.</li> </ul> <p>Note: Once the employee updates the Contact List with the registered AIM user name, the IM will be available to use the following day – as the servers update the database at midnight. No forms are required.</p>	
F. Staff Education forms	<p>The following <i>Staff Education forms</i> are used to minimize risks – as these competencies are to be demonstrated before visiting a patient home.</p> <ul style="list-style-type: none"> <li>▪ Mandatory Annual In-Service Education Record (SE 800) <a href="http://sgi.pharmacy.com/formsanddocs/staffeducation/SE800.pdf">http://sgi.pharmacy.com/formsanddocs/staffeducation/SE800.pdf</a></li> <li>▪ Staff Competency Patient Service Technician (SE 819) <a href="http://sgi.pharmacy.com/formsanddocs/staffeducation/SE819.pdf">http://sgi.pharmacy.com/formsanddocs/staffeducation/SE819.pdf</a></li> <li>▪ Contract for Service Excellence (SE 850) <a href="http://sgi.pharmacy.com/formsanddocs/staffeducation/SE850.pdf">http://sgi.pharmacy.com/formsanddocs/staffeducation/SE850.pdf</a></li> </ul>	
G. Operations: Safety and Risk Management	<p>Review the following Safety policies:</p> <ul style="list-style-type: none"> <li>▪ Policy/Procedure Sentinel Events (2.4.3) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.4/2.4.3.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.4/2.4.3.pdf</a></li> </ul> <p>Review the following Sentinel Events (2.4.3) related forms:</p> <ul style="list-style-type: none"> <li>▪ Incident Report (OP 518) <a href="http://sgi.pharmacy.com/formsanddocs/operations/OP518.pdf">http://sgi.pharmacy.com/formsanddocs/operations/OP518.pdf</a></li> <li>▪ Corrective Action Plan (OP 508) <a href="http://sgi.pharmacy.com/formsanddocs/operations/OP508.pdf">http://sgi.pharmacy.com/formsanddocs/operations/OP508.pdf</a></li> </ul>	When this is completed, ask LCM to complete SE 800 In service Record
H. OSHA	<p>Review the following policies:</p> <ul style="list-style-type: none"> <li>▪ Work Related Injury and Illness Recording (2.4.8) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.4/2.4.8.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.4/2.4.8.pdf</a></li> </ul> <p>Review the following OSHA forms:</p> <ul style="list-style-type: none"> <li>▪ OSHA's Form 300 – Log of Work Related Injuries and Illnesses (RM 1212) <a href="http://sgi.pharmacy.com/formsanddocs/safetyandriskmanagement/RM1212.xls">http://sgi.pharmacy.com/formsanddocs/safetyandriskmanagement/RM1212.xls</a></li> <li>▪ OSHA 300A Summary of Work-Related Injuries &amp; Illnesses (RM 1213) <a href="http://sgi.pharmacy.com/formsanddocs/safetyandriskmanagement/RM1213.xls">http://sgi.pharmacy.com/formsanddocs/safetyandriskmanagement/RM1213.xls</a></li> <li>▪ OSHA 301 Injury &amp; Illness Incident Report (RM 1214) <a href="http://sgi.pharmacy.com/formsanddocs/safetyandriskmanagement/RM1214.xls">http://sgi.pharmacy.com/formsanddocs/safetyandriskmanagement/RM1214.xls</a></li> </ul>	When this is completed, ask LCM to complete SE 800 In service Record
I. FDA procedures	<p>Review Oxygen Manufacturing and Distribution Guidelines (2.5.1) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.5/2.5.1.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.5/2.5.1.pdf</a></p>	When this is completed, ask LCM to complete SE 800 In service Record

Educational Focus	Description	LCM Initial
J. Operations: Equipment Management & Environment of Care	<p>Review the following policies:</p> <ul style="list-style-type: none"> <li>▪ Environmental Safety (2.2.1) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.1.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.1.pdf</a></li> <li>▪ Emergency Preparedness Plan (2.2.2) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.2.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.2.pdf</a></li> <li>▪ Hazardous Material Handling (2.2.3) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.3.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.3.pdf</a></li> <li>▪ Safe, Clean, and Operational Equipment (2.2.5) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.5.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.5.pdf</a></li> <li>▪ Home Medical Equipment Delivery (2.2.8) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.8.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.8.pdf</a></li> <li>▪ Proof of Delivery (2.2.9) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.9.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.9.pdf</a></li> <li>▪ Equipment Cleaning Guidelines (2.2.10) <a href="http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.10.pdf">http://sgi.pharmacy.com/policies_procedures/chapter2/2.2/2.2.10.pdf</a></li> </ul> <p>Review the following forms:</p> <ul style="list-style-type: none"> <li>▪ Emergency Preparedness Plan (OP 525) <a href="http://sgi.pharmacy.com/formsanddocs/operations/OP525.pdf">http://sgi.pharmacy.com/formsanddocs/operations/OP525.pdf</a></li> </ul>	When this is completed, ask LCM to complete SE 800 In service Record
K. Hospital Selling	<p>Overview:</p> <ul style="list-style-type: none"> <li>• Ease of doing business</li> <li>• Speed of deliveries to hospital</li> <li>• Knowledge of Medicare guidelines</li> <li>• Knowledge of all product lines</li> <li>• Relationship with Discharge Planners</li> </ul>	
L. Physician Selling	<p>Overview:</p> <ul style="list-style-type: none"> <li>• COPD Pathways</li> <li>• Medicare guidelines</li> <li>• Insurance contracts</li> </ul> <p>Become extension of office:</p> <ul style="list-style-type: none"> <li>• Clinical assessments in home</li> <li>• Oximetry spot check and Overnight</li> </ul>	
M. Home Health Selling	<p>Overview:</p> <ul style="list-style-type: none"> <li>• Full product line</li> <li>• Medicare guidelines</li> <li>• Oximetry</li> </ul>	
N. Service Area	Location specific. Discuss the service area for the PST.	
O. Review Assessments	<p>LCM reviews the scores for the training assessments taken on Day 10. Answer any questions the PST may have.</p> <p>Note: if the LCM needs help in reviewing the assessments, review the job aid for Manager Reports. Go to the Home Page, Rotech U, Field Management Training, Breeze – Manager Reports (Job Aid) <a href="http://breeze02.pharmacy.com/mgrrejobaid/">breeze02.pharmacy.com/mgrrejobaid/</a></p>	
P. Questions	PST and LCM will review the past 3 weeks of Orientation and address any questions or outstanding issues (i.e. spend more time shadowing, etc...)	

Educational Focus	Description	LCM Initial
Q. Standard Operating Protocol	<p>Location specific. LCM to discuss the <i>Standard Operating Protocol</i> for the Location.</p> <p>This includes any daily, weekly, biweekly, monthly, quarterly, bi-annual, and annual routines. The LCM will provide the PST any related documentation.</p>	
R. Sign up for Benefits	LCM and the PST are required to mark the calendar for the PST to sign up for benefits within 90 days.	

We have fully completed the new employee education session on the items listed above.

PST signature: \_\_\_\_\_ Date: \_\_\_\_\_

LCM signature: \_\_\_\_\_ Date: \_\_\_\_\_