MARY GREELEY MEDICAL CENTER Ames, Iowa

COMPETENCY BASED ORIENTATION

COVID-19 Entrance Screener

Last Name	First Name	Employee ID	_ Date
Department	F	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

	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	DVO		
Location and use of Personal Protective Equipment/Safety Equipment				
Verbalizes proper PPE usage by door screeners.	Orientor, Instructions for Screeners Document	DVO		
Verbalizes cleaning process for: PPE, Equipment, and Work Area Visitor Processes	Orientor, Instructions for Screeners Document	DVO		
Verbalizes understanding of current screening process.	Orientor, Visitor and Patient Handling Document	DVO		
 How to handle visitors who do not pass the screening questionnaire: 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	DVO		
Verbalizes understanding of current visitor screening signage.	Orientor	DVO		
Verbalizes purpose and use of Visitor Guidelines Card.	Orientor, Visitor Guidelines Card	DVO		
Vendors and contractors entering through the loading dock will be screened as employees.	Orientor, Instructions for Screeners Document	DVO		
Visitors wearing a sticker with the current date reentering the building must have their temperature retaken.	Orientor, Instructions for Screeners Document	DVO		
Retail delivery drivers are not allowed in the medical center and staff must meet them at the main entrance.	Orientor, Instructions for Screeners Document	DVO		
Patient Screening				
Patients arriving in the ED entrance will be screened by emergency department staff.	Orientor, Instructions for Screeners Document	DVO		
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	DVO		

Learning Resources: Orientor, Trainer, or Referenced Resource Document

COMPETENCY BASED ORIENTATION Page 3

	Learning Resources	Method to verify learning	Date met & Orientor's Initials	Comments
Employee Screening				
Verbalizes understanding of current Employee/Workforce COVID-19 Screening process.	Orientor, Employee/Workforce COVID- 19 Screening Document	DVO		
 How to handle employees who do not pass the questionnaire: Give them an employee packet, mask and send home. Instruct them to contact their provider, supervisor, and employee health. 	Orientor, Instructions for Screeners Document	DVO		
Donations				
Financial Donations: Give to the Mary Greeley COVID-19 Support Fund: Online: <u>www.mgmc.org/foundation</u> Mail: MGMC Foundation 1111 Duff Ave. Ames, IA 50010 Call: 515-239-2147	Orientor, Donations at MGMC Document	DVO		
Food Donations: Only Accepted 6:00am to 7:00pm daily Call the Dietary Department at 515-239-2173 to arrange delivery	Orientor, Donations at MGMC Document	DVO		
Personal Protective Equipment Call Story County Public Health at 515-239-6730 to arrange delivery	Orientor, Donations at MGMC Document	DVO		
Homemade Masks Deliveries accepted at the North Entrance only, located just south of McFarland Clinic's east entrance.	Orientor, Donations at MGMC Document	DVO		
All Other Donations Call the Foundation at 515-239-2147 Office Hours M-F 8:00-4:30pm	Orientor, Donations at MGMC Document	DVO		

Employee is able to carry out assigned duties and responsibilities safely and competently.

Orientor	Resource Signature	Date	Oriente	e Signature	Date	
Initials	Si	gnature/Title	Initials		Signature/Title	

Learning Resources: Orientor, Trainer, or Referenced Resource Document