



Human Resources Department

ORIENTATION TRAINING CHECKLIST

Clinic for Education, Treatment and Prevention of Addictic
 Clínica de Educación, Tratamiento y Prevención de la Adicción, Inc.

	STAFF TRAINING	DATE	SIGNATURE
	Telephone procedures		
	Information calls		
	Scheduling Appointments		
	Computer/Copier		
	Emergency Protocol		
	Safety Measures		
	Infection Control		
	Urine Drug Screens		
	Admission Procedure		
	Client's Rights & Responsibilities Policies		
	Confidentiality		
	Staff and Patient Grievance Procedure		
	HIV/AIDS Training		
	Laboratory Procedures		

	CLINICAL TRAINING	DATE	SIGNATURE
	Accucare System:		
	ASI		
	Problem List		
	Treatment Plan		
	Progress Notes		
	Discharges		
	Chart Filing		

 Employee Print Name

 Employee Signature