

Orientation Checklist

George Fox University School of Social Work

Agency Overview

- _____ Review agency vision and mission/purpose statement
- _____ Tour of agency
- _____ Introductions to colleagues, support staff, and administration
- _____ Review organizational structure
- _____ Review the role of the agency in relation to the community and its resources
- _____ Review security and/or safety procedures and protocol

Agency Policies and Protocols

- _____ Review office procedures, supplies, and provisions
- _____ Review telephone and communication/computer utilization
- _____ Review intake/admissions/eligibility policy and procedures
- _____ Review internal communication
- _____ Review parking details
- _____ Review mileage policy
- _____ Review agency, department, and/or unit meeting schedule
- _____ Review client record/charting, policies and procedures
- _____ Review forms for documentation/ accountability
- _____ Review regulations regarding confidentiality, release of information, etc.
- _____ Review client fees/payment schedule
- _____ Review client emergency protocol
- _____ Review child or elder abuse reporting protocol
- _____ Review work schedule, including lunch and breaks
- _____ Review information/referral policy
- _____ Review agency policy regarding harassment
- _____ Review agency policy regarding discrimination
- _____ Review agency policy regarding the *Americans with Disabilities Act*
- _____ Review agency policy regarding OSHA
- _____ Review agency policy regarding HIPAA
- _____ Review

Field Instructor/Student Responsibilities

- _____ Review expectations for supervision and schedule
- _____ Review educationally based recording schedule
- _____ Review use of preceptor (if applicable)
- _____ Review plan for diversity/multi-cultural experiences
- _____ Review plan for monitoring of student hours (by both field instructor and student)
- _____ Review agency training or staff development opportunities
- _____ Review student's personal safety issues and concerns and strategies to deal with them

SIGNATURES:

_____ Date

Field Instructor

_____ Date

Student