

Crenshaw Community Hospital

MHT Orientation

GENERAL PSYCHIATRIC MENTAL HEALTH TECH ORIENTATION CHECKLIST

Name:			Date:	
Skills	Competent	Date	Employees Initials	Preceptor Initials

UNIT OVERVIEW

MHT Orientation				
Unit Orientation				
1. Tour of Hospital				
2. Introduction to unit layout and to unit staff				
3. Introduction of South Wing Policy & Procedures				
4. General Computer Orientation				
5. Answering phones/Properly identifying yourself				
6. Badge Requirements				
7. Location of Call Rosters				
8. Unit Rules for Patients and Employees				
9. Rounding Requirements/Documentation				
10. Confidentiality /HIPAA				
Time Clock				
1. Demonstrates ability to clock in/out				
2. Demonstrates ability to change job code (if needed)				
3. Understands meal time procedure clock out/in				
Key Department Policies and Procedures				
1. Location of Policies and Procedures Manual (house wide)				
2. Dress Code				
3. Staffing and Scheduling				
4. Calling off, Calling in, Requesting time off				
5. Incident Reporting				
6. Chain of Command				
Employee Introductory Period (90 day) and Annual				
1. Introductory Review (90 Day) Evaluation Orientation				
2. Annual Evaluations				
Employee Changes				
1. Employee Status Changes				
2. In-House Position Transfer Request				
Safety				
1. Global Hazard Communication				
2. OSHA Standards				
a. Closed Toed Shoes				
b. No Food/Drink in the clinical work area				
c. Nothing under the sink				
d. Doors closed				
e. Refrigerator/Freezer temps daily				
f. Contact times for cleaners				
g. Nothing stored in biohazard bags				
h. Sharps containers				
1. Unit Safety				
a. Identifying and Responding to Safety Hazards				
b. Reporting Broken Equipment/Maintenance Request				
c. De-escalation and Crisis Prevention Intervention				

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d. Unit Security-Key padded doors and locked doors				
e. Environmental rounding				
f. Demonstrate knowledge of MHT/Alternating rounding sheets with proper documentation for both				

Isolation/Universal Precautions

1. State Requirements, indications and practice guidelines for:				
a. Standard Precautions				
b. Airborne Precautions				
c. Reverse Isolation				
d. Droplet Precautions				
2. Demonstrates safe practice to prevent spread of infection regarding the following:				
a. Isolation room set up				
b. Patient care items				
c. Linen				
d. Waste				
e. Patient's Chart				
f. Visitors				
g. Transporting isolation patients				
3. Demonstrates use of the following to prevent spread of infection regarding the following:				
a. Hand washing				
b. Use of waterless alcohol-based hand sanitizers				
• After entering a patients room				
• After glove use				
• Does not cover C-Diff				
c. Process for cleaning showers between patients				
d. Process for cleaning washer between patients				

Emergency Response

1. Emergency Codes				
2. Rapid Response				
• How to initiate				
• When to initiate				
• Who responds				
• How to document				
3. Code Team				
4. Fire Procedure/Evacuation				

General Care

Admissions

1. Understands Admission procedure				
• Assist staff in transporting patient to unit				
• Review with patient unit rules				
• Vital sign assessment				
• Patient Inventory				

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<ul style="list-style-type: none"> ○ Appropriate items for keep/lock up ○ Proper procedure for storage ○ Complete documentation on CPSI ● Linen and gown procedures ● Personal hygiene collection and storage 				
Discharge Procedures				
1. Removal of all linen; demonstrating knowledge of proper transport of soiled linen				
2. Patient Inventory collection from room/storage				
Documentation				
1. Dates, times and signs name (at minimum: first initial/last name and legal signature when so required).				
2. Demonstrates ability to enter patient's vital signs and meal intake within CPSI				
3. Demonstrates the ability to input required documentation in CPSI				
4. Documentation is legible, timely, objective, specific, complete, accurate, concise and completed in a timely manner				
5. Documents as above on all unit-specific forms and inputs all patient information into appropriate logs as per policy.				
Vital Sign Monitor				
1. Measures BP and pulse safely and correctly				
2. Selects appropriate cuff and measurement site				
3. Identifies potential circulation and skin integrity problems				
4. Notifies appropriate personnel/MD of abnormal findings and/or implements interventions.				
Fall Assessment				
1. Understands all Psych patients are fall risk				
2. Implements appropriate protocols				
a. Non slip socks or shoe worn				
b. Frequent rounding				
Hygiene				
1. Understands proper shower time and procedures				
2. Understands proper bath basin items and process for handout and collection				
3. Understands linen and towel handout process				
Nutrition				
1. Properly estimates and documents all meal intake				
2. Understands snack times and procedure with appropriate snacks provided per patients diet restriction				
3. Understands importance of maintaining a diabetic patient list for meals and snacks				
4. Understands encouraged fluid and fluid restriction orders				
EKG				

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1. Application of the electrodes				
1. Patient Information Requirements				
2. Loading paper				
Care of the Suicidal Patient				
1. Suicide Precautions				
a. Understanding 1:1 LOS/1:1 WAL Process				
2. Proper Documentation on rounding sheets				