Maine Medical Partners  
Site Orientation Form

Please complete the following introductory tasks during the first week at site

- Make introductions to all staff and providers and provide a complete office tour
- Provide a practice-specific employee and provider list
- Review Confidentiality Policy
- Review call out plan
- Review policy for lunchtime coverage at your location
- Review dress code
- Review parking instructions
- Review building and security procedures (keys, ID badges)
- Review schedules: staff meetings, holidays, other
- Review site-specific communication process (mailboxes, bulletin boards, email)

Site-Specific Health and Safety Review:

Identify the location of:

- MSDS Book
- Health and Safety Policy Book – If your location has one
- Emergency Eyewash Station
- Chemical Spill Kit / Emergency Equipment
- Fire Extinguishers and fire alarm pull stations
- Emergency Evacuation Routes
- Sharps Disposal Locations

_________________________________________________        ________________________
Employee / Student Signature       Date

_________________________________________________        ________________________
Preceptor Signature        Date