

# Beginnings Attendance Confirmation

I have attended Beginnings, my orientation to UPMC, and the below listed topics were covered during the program. I understand that it is my responsibility to remain familiar with all topics listed below and all UPMC policies.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Date

## UPMC Overview

Act 33/34, 73 Clearances  
Clean Air/Smoke-Free Campus Policy  
Customer Service  
Equal Employment Opportunity  
Fair Labor Standards Act (FLSA)  
Greening Initiatives  
Inclusion  
Infonet/My HUB  
\*The Joint Commission Standard  
Mission, Vision, Values, and Code of Conduct  
uLearn  
W-4/Direct Deposit/Local Wage Tax  
Withholding

## Human Resources Policies and Procedures

Orientation Period  
LifeSolutions  
Performance Management  
Systemwide Competencies/Behaviors  
Promotions and Transfers  
Drug-Free Workplace  
Workers' Compensation  
\*Harassment  
Abuse and Neglect  
\*Patient Rights  
Social Networking  
Solicitation Policy  
Licensure  
Leave of Absence  
Corrective Action and Discharge  
Grievance Procedure  
Paid Time Off  
Holidays  
Reward and Recognition

## \*uLearn Modules

### *All Beginnings Virtual Participants*

RE Emergency Preparedness 2014  
RE Environment of Care 2014  
RE Infection Prevention 2014  
RE Bloodborne Pathogens 2015  
RE Patient Safety 2014  
RE Compliance/Ethics 2014  
RE Privacy & Security Awareness 2014

### *Insurance Services Division Virtual Participants ONLY*

RE Emergency Preparedness 2014  
RE Environment of Care 2014  
RE Compliance/Ethics 2014  
RE Fraud and Abuse 2014  
RE HIPAA Privacy/Security 2014

\*Key elements of orientation that must be reviewed prior to care, treatment, or services of patients.