NEW EMPLOYEE TRAINING CHART

TEAM MEMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Priority | Duties | How long to learn | Who will train | Date shown | Date doing with super | Date doing on own | Date mastered |
| 1 |  | Employee Manual | 1 day |  |  |  |  |  |
| 2 |  | W-2 | 1 day |  |  |  |  |  |
| 3 |  | Emergency Plans | 1 day |  |  |  |  |  |
| 4 |  | 911 Plans | 1 day |  |  |  |  |  |
| 5 |  | Greeting Patients | 1 day |  |  |  |  |  |
| 6 |  | Med History | 1 week |  |  |  |  |  |
| 7 |  | Dismissing Patients | 2 weeks |  |  |  |  |  |
| 8 |  | Review Charts | 2 weeks |  |  |  |  |  |
| 9 |  | Beginning of Day | 1 day |  |  |  |  |  |
| 10 |  | End of Day | 1 day |  |  |  |  |  |
| 11 |  | OSHA/HIPPA | 1day |  |  |  |  |  |
| 12 |  | Stocking | 1 week |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |