

NEW EMPLOYEE TRAINING CHART

TEAM MEMBER _____

POSITION _____ DATE _____

	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								