



Check each box when complete:

Items below must be completed within the 90-day initial evaluation period.

Orientation Components

☐ **Human Resources & Corporate Orientation**

- First two days of employment
- Comprehensive YKHC Corporate orientation
- Includes key policies

☐ **Village Operations Orientation**

- Organizational Chart of Village Operations
- Relationship of Community Health Aide Training to CHAP overall
- Relationship of Community Health Aide Training to Well Child and Immunization Programs
- Orientation to Specific Components of Village Operations
 - Health Aide Support and Behavioral Health
 - ☐ Diabetes
 - ☐ Nicotine Control
 - ☐ Family Infant Toddler
 - ☐ Emergency Medical Services (EMS) / Injury Prevention
 - ☐ Supervisor Instructors / Field components
 - ☐ Well Child
 - ☐ Immunization

☐ **Community Head Aide Training Program Orientation**

• **Overview of Community Health Aide Training**

- Relationship of Community Health Aide Training to University of Alaska Fairbanks
- Submit application for UAF Faculty Appointment
- Structure of function of Statewide CHAP Program
- Relationship of Community Health Aide Training to CHAP Directors
- Relationship of Community Health Aide Training to ARC
- Relationship of Community Health Aide Training to RAC
- Relationship of Community Health Aide Training to CHAP Certification Board
- Cultural Diversity- Watch Father Oleska Video Tapes (obtained from Medical Staff Credentialing Office)

• **Overview of Bethel Training Center**

- ☐ Mission/Goals/Objectives
- ☐ History/Current Status
- ☐ Selection of CHA's
- ☐ Role of the CHA/P
- ☐ BTI position Description/Evaluation
- ☐ Travel Policies
- ☐ Collaborative Agreements if PA-C
- ☐ CHAT Policies & Procedures – Read on Own

• **Introduction to Basic Training Curriculum: Session Training**

- YK & State Training Schedules
- AKCHAP website
- Overview of CHA Basic Training
- 2010/2015 Curriculum
- Lesson Plans
- Example Plan
- Examples in Session files
- Session Forms: Session schedules/ clinical requirements/pt log forms/PEF reviews
- RMT (Radio Medical Traffic)
- Methods of Instruction and Testing
- Student Evaluation Process
- Standing orders/Policy & Tests
- Critical Skills list/PSLN/CHAT training summary
- QA/CQI Policy/Student and Instructor Evaluation Forms
- Field Follow Up/Credential/Re-credential/Re-entry
- CHA Credentialing Process/Records
- Basic Training
- CHA Credentialing
- CHA CME
- Record Keeping

• **Miscellaneous:**

- Kronos
- Travel Forms & Per Diem
- Check requests
- Telephone System (Message Access and Changing Messages)
- Telemedicine Training

☐ **Medical Staff Orientation**

- Medical Staff Director
- Clinical Services Director
- Overview of Sub regional Clinics