2014-2015
PDI Orientation Checklist

- ❑ Become familiar with telephone policy/procedure and how to obtain outside line for local and work-related long distance calls.
- ❑ Complete pre-test and turn in.
- ❑ Obtain and learn procedures regarding ID badge.
- ❑ Become familiar with building layouts including restrooms, copying areas, conference rooms, and parking.
- ❑ Learn about Counseling Skills.
- ❑ Tour and help out at the Mall's Congregate Meal Site.
- ❑ Learn Outlook and basic software programs used by MDHSS.
- ❑ Become familiar with MDHSS' Dress Code Policy.
- ❑ Receive an overview of the WICNS Monitoring Process.
- ❑ Learn about the MICA Programs.
- ❑ Review division's organization charts.
- ❑ Review Intern Handbook and Manual.
- ❑ Review the AND Code of Ethics and Standards of Practice for Dietitians.
- ❑ Watch FISH Video.
- ❑ Watch More Than a Gut Feeling Video.
- ❑ Learn about Civil Rights and Sexual Harassment.
- ❑ Meet the WICNS' Bureau Chief.
- ❑ Learn Legislative Information and about Public Policy.
- ❑ Discuss use of web mail to keep in touch during rotations, etc.
- ❑ Learn about Research Methodologies.
- ❑ Discuss how Leadership Begins with You.
- ❑ Learn how to set up Webcam Video Conferencing.
- ❑ Become aware of What's New in Breastfeeding.
- ❑ Discover the Fundamentals of Database Searching.
- ❑ Learn about the Missouri Department of Mental Health Programs.
- ❑ Review HIPAA guidelines.
- ❑ Discuss that preceptors should be called <u>at least</u> two weeks ahead of starting date.
- ❑ Learn about presenting to an audience and give small presentation.
- ❑ Sign MDHSS Confidentiality Statement and turn in.
- ❑ Sign MDHSS' Laptop Custodian Agreement and turn in.
- ❑ Sign Academy of Nutrition and Dietetics Confidentiality Statement and turn in.
- ❑ Read, sign, and turn in PDI's Policies and Procedures Agreement.
- ❑ Begin tracking a health bill or law.
- ❑ Complete evaluations of didactic materials and presenters.
- ❑ Complete Orientation competencies and have Internship Coordinator sign-off.

Sign this checklist when completed and turn in to Internship Coordinator.

Intern Signature: _____   Date Completed: _____