



Attestation of Completion of the UH Online Orientation Program

This form is to be used to attest that the new employee has reviewed and completed University Hospital Mandatory Online Orientation Program. The supervisor is expected to review Summary Test the sign the two attestations required.

Once the employee and supervisor has reviewed the Summary Test and have completed and signed the two attestation forms: 1) Employee Handbook receipt and this form, 2) Completion of the UH Online Orientation Program, the supervisor will scan the two completed attestations and email to: lorrynb@uhnj.org or fax to 2-2475. Once we receive them HR will send a Certificate of Completion to you and the employee. This certificate should be retained in the employee's file.

Mandatory Modules	Employee Signature Next to Completed Modules
• UH Organization Chart	
• Employee Handbook	
• Culturally Competent Patient Centered Care	
• Emergency Preparedness	
• Environment of Care	
• Infection Prevention and Control	
• Patient Safety	
• Abuse	
• Benefits Orientation +	
• Hazard Communication*	

** only for those positions that are exposed to hazardous materials*

+ only for regular, full-time employees

I have reviewed the key information listed above with the employee.

Supervisor

Signature: _____ **Date** _____

I have completed all the mandatory modules listed above, and have reviewed them with my supervisor.

Employee

Signature: _____ **Date** _____