

Team Member Acknowledgment Form

Initials	Topic	Description
_____	Team Resources	Policies & Procedures are located on the BayCare intranet under the Resources header. I understand that I am expected to, and will, review these policies. I realize that policies and procedures are subject to change without notice and it is my responsibility to become familiar with, and adhere to, all policies and procedures within my department, my local facility, and any relevant BayCare Policy & Procedure.
_____	Benefits	I received information about my benefits and enrollment responsibilities.
_____	Information Security	I will thoroughly read any email coming from outside of BayCare before clicking any links on it or forwarding it to anyone
_____	Corporate Responsibility	Information was reviewed and discussed regarding: The BayCare Corporate Responsibility Program, Contents of the Code of Conduct, and the Corporate Integrity Agreement.
_____	Culture of Safety	Information was reviewed and discussed regarding: Mission, Values and Goals, Quality Philosophy and Process, Infection Prevention and Control Practices, Patient Identification Process, Environment of Care Safety, Ethics, Rights and Responsibilities, Biomedical Waste Management, Risk Management.
_____	Creating an Extraordinary Customer Experience	I am making the commitment to adopt and uphold the Customer Service Expectations.

With my signature below, I acknowledge that I completed the required On-Boarding e-learning components; including but not limited to Team Member Essentials.

I acknowledge and agree that I have been informed of the content, requirements and expectations outlined in the e-learning modules.

I understand that if I have questions, at any time, I should consult with a member of Leadership at my site or the Team Resources department.

I acknowledge that I have reviewed an electronic copy of the BayCare Code of Conduct "DOING THE RIGHT THING: Ethics and Organizational Responsibilities" and have read and understand that I am responsible for knowing and following the Code of Conduct that it expresses.

Signature

Date

Print Name

Team Member ID Number

