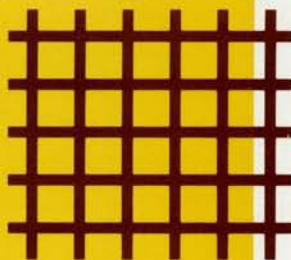
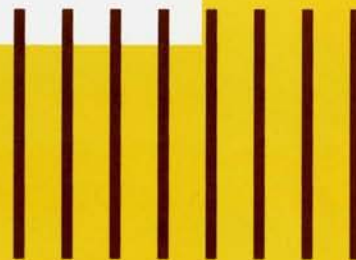


**MIGRANT HEALTH
PROVIDER ORIENTATION
CHECKLIST**

MCN



MIGRANT HEALTH PROVIDER ORIENTATION CHECKLIST

By:

Migrant Clinicians Network

1988

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The Migrant Clinicians Network gratefully acknowledges the background information provided by Delmarva Rural Ministries in preparation of this document.

Suggested Instructions for Utilization of this Checklist

The Migrant Health Provider Orientation Checklist is designed as a mechanism to assist agencies in providing a migrant specific, standardized, comprehensive orientation for new personnel entering a migrant and seasonal farmworker health care setting. The selected format should facilitate a "walk through" approach to the orientation process which can be tailored to reflect individual site and population specific considerations.

This Checklist is divided into three sections; program orientation, personnel orientation and clinical orientation. The Checklist is designed to be duplicated for each new provider. Information under this column may include key points to be addressed and or resources to be utilized. Blank space is provided under site specific content to allow for the addition of information which is specific to either the provider, the site, or both. For further information on provider orientation and/or acquisition of multiple copies of the Checklist contact: The National Migrant Referral Project, 2512 South I.H. 35, #220, Austin, Texas 78704.

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PROGRAM ORIENTATION

Site: _____
 Provider: _____

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
I. OVERVIEW OF BHCDA/OFFICE OF MIGRANT HEALTH					
II. AGENCY DESCRIPTION					
1 Year and 3 Year Plan for Center					
Mission					
Grant Application					
Primary Objectives					
Bylaws					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Minutes from Board Meetings, Last 12 Months					
Organizational Structure					
Personnel Policies and Procedures					
Salary/Wages Benefits					
Quality Assurance					
III. DESCRIPTION OF THE HEALTH CARE SITE					
Needs/Demand Assessment					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Micro Epidemiologic Data Base (Local)					
Macro Epidemiologic Data Base (State/Region)					
User Demographics					
Description of Types of Farming and Seasons					
Number of Camps and Location in Relation to Clinic Site					
IV. DESCRIPTION OF MIGRANT STREAMS					
Overview of Migration Route					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Patterns of Movement					
Home Base Areas					
V. DESCRIPTION OF FARMWORKER POPULATION					
National Migrant Referral Project Provider Orientation Audio Visuals					
Migrant Farmworker					
Seasonal Farmworker					
Language Type and Literacy Rate					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
VI. DESCRIPTION OF THE FARMWORKER LIFE STYLE					
Description Of The Freewheeler Vs Crew System					
What Is a Crew-Leader? Recruitment-Licensure					
Organizational Structure and Relationships Between:					
Department of Labor Wage and Hour					
Farmer					
Crewleader					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Farmworker					
Generalities Regarding Payment for Workers					
Minimum Wage/Child Labor Law					
Payment by Piece/by Clock					
VII. DESCRIPTION OF LIVING ENVIRONMENT					
Housing Conditions					
Proximity of Housing Location to Fields					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Phone Accessibility					
Transportation Accessibility to Other Resources, Stores					
Description of Field Sanitation					
VIII. DESCRIPTION OF HEALTH RISK FACTORS					
Pesticide Exposure					
Diet					
Health Status					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Access to Health Care					
Utilization of Health Services					
Barriers to Health Care					
Cultural Beliefs					
Health Implications of Male/Female Roles					
Other					
Other					

PERSONNEL ORIENTATION

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
I. ROLES AND RESPONSIBILITIES					
Review of Organizational Chart (Site Specific)					
Evaluation of Performance					
Parameters for Supervisor Notification of Problems					
II. POLICIES					
Policy: Accidents					
Policy: Bills and Costs for Procedures -referrals -internal					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Policy: Camp confrontations					
Policy: Communicable Disease Reporting					
Policy: Farmworker Deaths					
Policy: Hospitalization					
Policy: Information Requests					
Policy: Immigration					
Policy: Medical Records Confidentiality					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Policy: Media					
Policy: Personal Illness					
Policy: Staff Problems, Discipline and Grievance Procedures					
Policy: Sterilization and Fertility Workup					
Policy: Termination of Pregnancy					
Policy: Transporting Patients -infant seats -seat belts -insurance					
Other					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
<p>III. OFFICE OPERATION INFORMATION</p>					
<p>Staff Meetings</p>					
<p>Staff Person's Space Assignment in Office</p>					
<p>Office/Clinic Hours</p>					
<p>Signing In and Out</p>					
<p>Calling into Office for Messages/Itinerary Changes</p>					
<p>Staff Assignments for Clinic and Office Work</p>					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Field and Outside Office Assignments					
Field and Camp Visits Best Times/Worst Times to Visit					
Assignments Other Sites, Fairs, Screenings					
Oncall Procedures					
Answering Service Procedures					
Use of Beeper					
Weekend Responsibilities					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Specialty Consultations With Other Physicians					
Oncall Schedule					
Hospital Emergencies During Clinic Hours (Clinic Patients/Non Clinic Patients)					
Working Hours and How Recorded					
Exempt Vs Nonexempt Employees					
Timesheets					
IV. OFFICE PROCEDURES					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Office Telephones					
Telephone Call Record Keeping					
Personal Long Distance Calls					
Business Calls From Residential Phones					
IV. REIMBURSEMENTS					
Travel					
Definition of Program, Patient Transportation and Travel					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Mileage Forms					
Other Reimbursements					
V. LEAVING THE JOB					
Exit Interviews					
Forwarding Address					
Return of Equipment					
Final Accounting Procedures					

CLINICAL ORIENTATION

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
I. CLINIC PROCEDURES					
Migrant Clinicians Network Provider Resource Guidebook					
Medical:					
Clinic Schedule					
Clinic Flow					
Triage Procedures					
Screening Procedures					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Treatment Protocols					
Outreach Services					
Health Education Services					
Poison Control Center Information					
Dental:					
Services Available					
Clinic Schedule					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Triage Procedures					
Screening Procedures					
Treatment Protocols					
Outreach Services					
Health Education Services					
Laboratory:					
Cultures					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Diagnostic Centers					
Diagnostic Tests					
Hospital OPD					
Infectious Diseases					
Other Off-site Lab					
Procedures Available On Site					
Public Health Lab					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Radiology Services					
Tuberculosis					
II. DOCUMENTATION					
Medical History					
Occupation Health History					
Chart Format					
S-O-A-P Notes					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Medical/Dental Records					
Problem Oriented Medical Records					
Labeling of Records					
Storage of Records					
Accessibility to Records					
Portable Records: - OB Portable Record - Personal Health Card					
Patient Consent Form					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Encounter Forms					
BCRR Clinical Indicators					
III. INTERAGENCY COOPERATION AND REFERRAL RESOURCES					
National Migrant Referral Project/Migrant Clinicians Network					
Private Sector					
Medical Specialists					
Legal Assistance					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Employment Services					
Emergency Food					
Emergency Shelter					
Family Violence					
Neonatal Health					
Public Health Department					
Nutrition Services					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Social Services					
Handicapped Services					
Migrant Education					
Head Start					
Other					
IV. FOLLOW-UP PROCEDURES					
Prenatal/Postpartum					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Immunizations					
Sexually Transmitted Diseases					
AIDS					
Hepatitis					
Family Planning					
Tuberculosis					
WIC					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Specialty Clinics					
Hospitalization					
Missed Appointments					
V. ADMISSION PROCEDURES					
Through Private Sector					
Through Emergency Room					
Through Referral					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Discharge Planning					
VI. REIMBURSEMENT					
Medical/Dental Clinic Visits					
Prescription Medications					
Off-site Consultation and Diagnostic Tests					
Non-elective Outpatient Treatments					
VII. NON-REIMBURSEABLE					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Hospitalization					
Referred Emergency Room Visits or Associated Lab and Diagnostic Fees					
Elective Termination of Pregnancy					
Sterilization					
Fertility Workups					
Elective Outpatient Procedures					
Elective Eye Appointments - Eye Glasses					

GENERAL CONTENT	SITE SPECIFIC CONTENT	DATE	YES	NO	N/A
Non Prescription Medications					
Dental Prosthetics					
Other					
Other					
Other					
Other					
Other					