

Employee Training Plan Template

Initial Onboarding (for both Healthcare Professionals and Non-Licensed Employees):

- Company History
- Company Missions and Values
- Company Culture and Philosophy
- Customer Service Standards
- Explanation of Benefits
- PTO/HR Basics
- Time Sheet Reporting
- Computer Software Training
- Email Communications
- HIPAA Law/ Confidentiality

Read more: [8 Common HIPAA Violations and How to Avoid Them](#)

- Patient Rights
- Blood-borne Pathogens
- Hazardous Chemicals
- Personal Protective Equipment
- Prevention and Safety Awareness
- Accident Reporting

Read more: [5 OSHA Guidelines for Medical Offices](#)

- Disaster Preparedness
- Sexual Harassment Policy
- Security Awareness
- Additional Company Policies and Procedures

Training for Healthcare Professionals:

- Compliance
- Treatment Documentation
- Discharge Planning and Reporting
- Infection Control
- HIV/AIDS
- Abuse and Neglect
- Continuing Education/Competency Requirements

Additional Resources:

- [New Hire Orientation Checklist](#)
- [New Hire Forms for Onboarding New Employees](#)
- [3 Reasons to Create & Store Employee Videos via a Secure Cloud LMS](#)
- [New Hire Checklist: 7 Must-Haves for Regulatory Compliance Training](#)