

Georgia Department of Corrections
Orientation for Mental Health Staff

Employee Name: _____ Position: _____

Employee Start Date: _____

Date: _____

The following orientation was completed per SOP 508.08 (VG17-0001).

Action	Employee Initial
Tour of the Facility/Facilities	
Introduction to Mental Health Staff	
Organizational Overview/Chain of Command	
Mental Health Program Overview	
Treatment Team Process	
Individual Treatment/Habilitation Planning Process	
Mental Health Levels of Care	
Mental Health Clinical File	
Medical File	
Confidentiality of Records	
Mental Health Emergency Procedures	
Recognition and Prevention of Suicidal Behavior	
Mental Health Evaluation Process	
Professional Ethics	
Staff/Offender Relationships	
Staff Rules and Responsibilities	
Mental Health Duty Officer Responsibilities	
Introduction to Warden, Deputy Warden, Chief Counselor	
Security Issues	
Completed Basic Mental Health Training	
Copy of Standard Operating Procedures	
Copy of Clinical File (Example)	
Copy of Audit Tool	
Copy of Staff Phone Numbers	
Copy of Institutional Phone Numbers	
Copy of Mental Health Forms	
Other:	

Employee Signature

Date

Mental Health Unit Manager/Designee's Signature

Date