



## New Employee Orientation Guideline/Checklist

**FOR ALL EMPLOYEES:**

<p>Tour of office Introduction to Agency employees Completion of all employment forms General orientation to the organization- agency philosophy and mission Review of organizational chart</p>	<p>Human Resource Process Attendance-Dress Code-Job Descriptions- Evaluations- Payroll Procedure Safety review (in office)- Drug free work place HIPAA-Patient privacy right policy- corporate compliance</p>																																										
<p>Scope of services provided by the agency- Home Maker Home-Health Aide and Skilled</p>	<p>Confidentiality Plan- Emergency Plan- On Call Procedure- Disaster Plan</p>																																										
<p>Patient referrals</p>	<p>Quality Improvement- Risk Management</p>																																										
<p><b><u>ALL FIELD STAFF</u></b></p>																																											
<p>Human Resource Process License/Certification validation -Health Requirements-Supervisory Visits (clinical and administrative)-Attendance-Staffing - Dress Code-Job Descriptions- Competency-Evaluations</p>	<p>Scope of services provided by the agency-Home Maker Home-Health Aide and Skilled</p> <p>Home safety issues Process for communicating patient information among field clinicians on multiple-shift cases.</p>																																										
<p><u>PCS</u>- In-service Education</p> <p><u>PCS</u>- Plan of Care/Activity Sheet- documentation</p> <p><u>PCS</u>- review of general patient and environmental changes that require an immediate report by phone to a nurse</p> <p><u>PCS</u>-Introduction to home care for Nursing supervisors who do not have one year of professional experience as a RN, including the preceptor program</p>	<p>Reporting Procedure</p> <p>Review of Exposure Control Policy- (identification, handling and disposal of hazardous or infectious materials)</p> <p>Patients Rights and Responsibilities, Advance Directive.</p>																																										
<p><b>Mandatory Initial In-Service</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Training Topic</th> <th style="text-align: left;">Length of Time</th> </tr> </thead> <tbody> <tr> <td>Infection Control</td> <td>20 Min</td> </tr> <tr> <td>Universal Precautions</td> <td>20 Mins</td> </tr> <tr> <td>Blood Borne Pathogens</td> <td>20 Mins</td> </tr> <tr> <td>Elder and Child abuse Requirements</td> <td>15 Mins</td> </tr> <tr> <td>Domestic Violence Requirements</td> <td>15 Mins</td> </tr> <tr> <td>Pain Management</td> <td>10 Mins</td> </tr> <tr> <td>HIPAA</td> <td>10 Mins</td> </tr> <tr> <td>Corporate Compliance /</td> <td>1.20 Hrs</td> </tr> <tr> <td>Orientation to Agency</td> <td></td> </tr> </tbody> </table>	Training Topic	Length of Time	Infection Control	20 Min	Universal Precautions	20 Mins	Blood Borne Pathogens	20 Mins	Elder and Child abuse Requirements	15 Mins	Domestic Violence Requirements	15 Mins	Pain Management	10 Mins	HIPAA	10 Mins	Corporate Compliance /	1.20 Hrs	Orientation to Agency		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Training Topic</th> <th style="text-align: left;">Length of Time</th> </tr> </thead> <tbody> <tr> <td>Workforce Protection</td> <td>10 Mins</td> </tr> <tr> <td>Back Safety</td> <td>10 Mins</td> </tr> <tr> <td>Needle Stick Safety</td> <td>10 Mins</td> </tr> <tr> <td>Handwashing</td> <td>10 Mins</td> </tr> <tr> <td>Employee Safety</td> <td>10 Mins</td> </tr> <tr> <td>Fraud and Abuse Protection</td> <td>10 Mins</td> </tr> <tr> <td>Human Trafficking</td> <td>10 mins</td> </tr> <tr> <td>Administrative Hour:</td> <td>1.20 Hours</td> </tr> <tr> <td>In-Service Hours:</td> <td>2.80 Hours</td> </tr> <tr> <td>Total of Hours:</td> <td>4.0 Hours</td> </tr> </tbody> </table>	Training Topic	Length of Time	Workforce Protection	10 Mins	Back Safety	10 Mins	Needle Stick Safety	10 Mins	Handwashing	10 Mins	Employee Safety	10 Mins	Fraud and Abuse Protection	10 Mins	Human Trafficking	10 mins	Administrative Hour:	1.20 Hours	In-Service Hours:	2.80 Hours	Total of Hours:	4.0 Hours
Training Topic	Length of Time																																										
Infection Control	20 Min																																										
Universal Precautions	20 Mins																																										
Blood Borne Pathogens	20 Mins																																										
Elder and Child abuse Requirements	15 Mins																																										
Domestic Violence Requirements	15 Mins																																										
Pain Management	10 Mins																																										
HIPAA	10 Mins																																										
Corporate Compliance /	1.20 Hrs																																										
Orientation to Agency																																											
Training Topic	Length of Time																																										
Workforce Protection	10 Mins																																										
Back Safety	10 Mins																																										
Needle Stick Safety	10 Mins																																										
Handwashing	10 Mins																																										
Employee Safety	10 Mins																																										
Fraud and Abuse Protection	10 Mins																																										
Human Trafficking	10 mins																																										
Administrative Hour:	1.20 Hours																																										
In-Service Hours:	2.80 Hours																																										
Total of Hours:	4.0 Hours																																										

<p style="font-size: 24px; font-weight: bold; color: red;">X</p> <p style="border-top: 1px solid black; padding-top: 5px;">Employee Signature</p>	<p style="font-size: 24px; font-weight: bold; color: red;">X</p> <p style="border-top: 1px solid black; padding-top: 5px;">Date</p>
---	---

<p style="border-top: 1px solid black; padding-top: 5px;">Instructor Signature</p>	<p style="border-top: 1px solid black; padding-top: 5px;">Date</p>
--	--