

ORIENTATION CHECKLIST

Employee Name _____

Orientation To:

1. Basic home safety: bathroom, electrical, environmental and fire

2. Safety Program

- A. Risks within agency and patients home
- B. Actions to eliminate, minimize or report risks
- C. Incident reporting and producers to follow
- D. Reporting processes for common problems, failures and user errors

3. storage/handling/access to/ transport of supplies/medical gases/drugs

4. ID/handling/Disposal of infectious wastes (Blood & body Fluids/Precautions)

5. ID/handling/disposal of Hazardous waste (Cytotoxic/chemotherapy drugs)

6. Infection control

- A. Personal hygiene (e.g. PPE & hand washing)
- B. Aseptic producers
- C. Communicable infections (TB,AIDS,etc.)
- D. Cleaning/disinfecting reusable equipment
- E. Precautions to be taken (standards Precautions, airborne transmission, direct/indirect contact/compromised immunity)

7. Confidentiality of patient information/HIPPA policies and practices

8. Community resources

9. Policies/procedures

10. Responsibilities related to safety and infection control

11. Advanced directives policies/procedures

12. Specific job duties/responsibilities and any limitations; performance standards

13. Screening for alleged or suspected victims of abuse/neglect reporting

14. Emergency Management plan & role

ORIENTATION CHECKLIST CONTINUED

15. Equipment use/management relevant to job description
16. Tuberculosis program/plan (OSHA)
17. Hazardous materials in the workplace program (MSDS) (OSHA)
18. Bloodborne Pathogen Program (OSHA)
19. Managing the environment of care (PT & agency Site)
 - A. Patient safety
 - B. Fire safety, fire escape, fire alarm system, fire extinguishers, and prevention
 - C. Security-personal safety during home visits
 - D. Utilities
 - E. Responding to emergencies
20. Patient/responsibilities
21. Termination if- solicitation, extortion, theft, abuse neglect, borrowing money or items from clients is found out.
22. PT Program & role
23. On-Call & answering services
24. Ethical aspects of care, treatment and services and process to address ethical issues
25. Interpreters/communication with hearing/speech/visually impaired
26. Sentinel event policy/process & medical device reporting act
27. Physical safety (e.b. Body Mechanics and safe lifting)
28. Cultural diversity and sensitivity
29. Role of the health team
30. Documentation requirements
31. Organizational structure, Lines of authority & responsibility; Supervision process
32. Hours of work, benefits, attendance, dress code

ORIENTATION CHECKLIST CONTINUED

- 33. Salary/ Hourly wage reimbursement
- 34. Family/ state medical leave act
- 35. Equal Employment opportunity act
- 36. Sexual Harassment Act
- 37. Unemployment and worker's compensation
- 38. Malpractice coverage
- 39. Orientation to all payer sources and care management entities

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____