



Orientation Checklist - Direct Care Staff

* To be completed on or before initial shadow shift

Name of Facility/Home: Trolley Center

Employee Name: Nicole Pojou

Date: 4/20/2020

Instructions: Check each item AFTER going over it with the Employee. The Employee and Home Manager will sign and date the form and then it is filed in the Employee's Training file.

NOTE: The DCS will not be ALLOWED to work ALONE with the Residents until this form, the Competency Assessment and all trainings are complete.

Confidentially, HIPAA, Recipient Rights and Organization Review

Initials:

NP Confidentiality Review
NP HIPAA Review
NP Organizational Structure and Chain of Command
NP Mission Statement/Philosophy of the Organization
NP Tour of Facility - form given to DCS, if applicable
NP Review of AFC Licensing Rules Act 218 and Location of Book
NP Recipient Rights Review (Schedule class if one hasn't been scheduled yet)
NP Review Abuse/Neglect/Confidentiality/Chapters 7&7A
NP Review DCH Incident Report Form, Location & Use
NP Review Licensing Incident Report, Event Tracking Tool, Location and Use in Electronic Resident Record
NP Initial Training and Employee Database Complete with all Required Documentation
NP House Rules Review and Location of Poster
NP Corporate Compliance Plan Review and Training
NP Electronic Medical Record Review and Password Given
NP Electronic Resident Record Review and Password Given

Date Completed:

N Classroom Mental Health/Gentle Teaching Training with Inga
If not complete, when is it scheduled? Date: _____
Classroom CPI & CPR/First-Aid Training
If not complete, when is it scheduled? Date: _____
NP Classroom Recipient Rights Training at CMH or with Sue
If not complete, when is it scheduled? Date: 4/14



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Medical Review

Initials:

- MP Resident Medications Locations (PRN's, OTC, Controlled Substance, etc.)
- MP Universal Precautions
- MP Universal Precaution Supplies Locations
- MP Medication Sheets and Why We Use Them (Back up for EMAR)
- MP Seizure Protocol
- MP Health Care Appraisals - What are they and where are they located?
- MP Vitals Chart and How Often Completed
- MP Weight Log and How Often Completed
- MP Influenza Vaccine
- MP Hypo-Hyper Glycemic Protocol

Date Completed:

- MP Medical Training with Nurse Manager
- MP DMA Training

If not complete, when is it scheduled? Date: 4/21/20

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

- MP Orient to Where things are Kept and Located
- MP SDS Book and Revised Poster Location
- MP Utility Shutoffs
- MP First-Aid Kit
- MP Door Alarm Shutoffs and Code
- MP Bio-Hazard Kit
- MP Fire Alarm Shutoffs
- MP Emergency Numbers
- MP Secured Cleaning Supplies
- MP Secured Resident Storage and how is it maintained
- MP Labeling/Dating Food/Fridge
- MP Food Preparation and Substitutions and Where to Document
- MP Resident Diets/Menu and Where to Document
- MP Emergency Preparedness Log Book
- MP Fire Drills and Place of Safety
- MP Tornado Drills and Place of Safety
- MP CPR Masks Location
- MP Evacuation Plans and Location of Safety
- MP All Hazards Commander
- MP Resident Case Book Location, if applicable



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Personnel Policy/Procedure Review

Initials:

- ☒ NP Personnel Policies Location on Website
- ☒ NP Employee Handbook Location on Website
- ☒ NP Benefit Information/Employer Required Notices Location on Website
- ☒ NP Payroll/Time Cards
- ☒ NP Make Employee Badge
- ☒ NP Mandatory Reporting of Tickets and Arrests
- ☒ NP Training and In-Services Mandatory and Annual
- ☒ NP Absence/Tardy Review
- ☒ NP Substance Abuse Policy Review
- ☒ NP FMLA Policy/Procedure Review
- ☒ NP Level System Review
- ☒ NP Progressive Action Procedure Review
- ☒ NP Workers Comp-Injury Reporting/Drug Testing
- ☒ NP Transportation Policy Review
- ☒ NP Sleeping on Duty will Not be Tolerated
- ☒ NP Attendance and Work Schedule Policy Review
- ☒ NP "Call Off" Procedure
- ☒ NP Bullard-Plawecki Act/"Right to Know" Act (written request to HR for copy on file...third party agencies' right to information from file) ex: when an allegation is substantiated and a progressive action is given to the external agency
- ☒ NP Unauthorized Leave of Absence (AWOL)
- ☒ NP Personal Care/CLS Log
- ☒ NP Shift Duties and Cleaning Schedule Review
- ☒ NP Resident Assignment Sheet and Transfer Protocol
- ☒ NP Visitor Protocol and Log Book
- ☒ NP Employee Phone/Cell Phone Use and Directory of All Employees
- ☒ NP Social Networking Policy Review
- ☒ NP Person Center Plan (PCP) and Behavior Plan (BP) Review
- ☒ NP Scheduling is at the need of the Organization first / Staff Meetings are Mandatory



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Vehicle Orientation

Initials:

NP Weekly Vehicle Inspection
NP First-Aid Kit and Fire Extinguisher
NP Mileage Log
NP Insurance and Registration Location
NP Cell Phone Policy
NP Outing Log (In House)
NP Van Accident Reporting
NP Food, Drinks and Smoking Prohibited
NP Posted Speed Limit
NP Driving Requirements/Obedying the Law
NP Valid Driver's License
NP Report Speeding/Driving Violations
NP Turning Corners and Wheelchairs
NP Tie-Downs in Vans with Wheelchairs
NP Seat Belts for ALL must be buckled
NP Emergency Supply Contents Location
NP Orange Cones Use

Date Completed:

_____ Driver Training with Facility Maintenance Manager
If not complete, when is it scheduled? Date: _____

I acknowledge orientation training of the above with Beacon Specialized Living and have been thoroughly in-serviced. I understand that I have full access to Beacon's policies on the website at www.beaconemployee.com

I understand that I have 30 days to complete the Competency Assessment and turn it in to my Home Manager and J2S Human Resources Department (if applicable) when complete. I also understand that if the Competency Assessment is not complete within 30 days of the initial shadow shift, I may be removed from the schedule until it is complete. (At any time during the Competency Assessment period, I may ask to meet with the Home Manager to address any issues or concerns related to the assessment.)

Both the Orientation Checklist and Competency Assessment are to be uploaded into the Employee Database immediately when complete.

Employee Signature

Malena Copey - KCB

Home Manager Signature

Date

4.20.2020

Date

4.20.2020