



Orientation Checklist - Direct Care Staff

* To be completed on or before initial shadow shift

Name of Facility/Home: Trolley Center

Employee Name: Jenea Stribling

Date: 3/11/2020

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:

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

Date Completed:

- _____ 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: _____
- _____ Classroom Recipient Rights Training at CMH or with Sue
If not complete, when is it scheduled? Date: _____



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Medical Review

Initials:

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

Date Completed:

3/10/20 Medical Training with Nurse Manager

3/10/20 DMA Training

If not complete, when is it scheduled? Date: _____

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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



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Personnel Policy/Procedure Review

Initials:

- Personnel Policies Location on Website ✓
- Employee Handbook Location on Website ✓
- Benefit Information/Employer Required Notices Location on Website ✓
- Payroll/Time Cards ✓
- Make Employee Badge
- Mandatory Reporting of Tickets and Arrests ✓
- Training and In-Services Mandatory and Annual ✓
- Absence/Tardy Review ✓
- Substance Abuse Policy Review ✓
- FMLA Policy/Procedure Review ✓
- Level System Review ✓
- Progressive Action Procedure Review ✓
- Workers Comp-Injury Reporting/Drug Testing ✓
- Transportation Policy Review ✓
- Sleeping on Duty will Not be Tolerated ✓
- Attendance and Work Schedule Policy Review ✓
- "Call Off" Procedure ✓
- 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 ✓
- Unauthorized Leave of Absence (AWOL) ✓
- Personal Care/CLS Log ✓
- Shift Duties and Cleaning Schedule Review ✓
- Resident Assignment Sheet and Transfer Protocol ✓
- Visitor Protocol and Log Book ✓
- Employee Phone/Cell Phone Use and Directory of All Employees ✓
- Social Networking Policy Review ✓
- Person Center Plan (PCP) and Behavior Plan (BP) Review ✓
- Scheduling is at the need of the Organization first / Staff Meetings are Mandatory ✓



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Vehicle Orientation

Initials:

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

Galanda C/O

Home Manager Signature

Date

3/20/20

Date