



Orientation Checklist - Direct Care Staff

* To be completed on or before initial shadow shift

Name of Facility/Home: Stanton - CPS

Employee Name: April McCreevy Date: 3/15/21

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:

- AME Confidentiality Review
- AME HIPAA Review
- AME Organizational Structure and Chain of Command
- AME Mission Statement/Philosophy of the Organization
- AME Tour of Facility - form given to DCS, if applicable
- AME Review of AFC Licensing Rules Act 218 and Location of Book
- AME Recipient Rights Review (Schedule class if one hasn't been scheduled yet)
- AME Review Abuse/Neglect/Confidentiality/Chapters 7&7A
- AME Review DCH Incident Report Form, Location & Use
- AME Review Licensing Incident Report, Event Tracking Tool, Location and Use in Electronic Resident Record
- AME Initial Training and Employee Database Complete with all Required Documentation
- AME House Rules Review and Location of Poster
- AME Corporate Compliance Plan Review and Training
- AME Electronic Medical Record Review and Password Given
- AME 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: _____
- AME Classroom Recipient Rights Training at CMH or with Sue
If not complete, when is it scheduled? Date: 3/10/21



Orientation Checklist - Direct Care Staff

Personnel Policy/Procedure Review

Initials:

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



Orientation Checklist - Direct Care Staff

Medical Review

Initials:

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

Date Completed:

- AME Medical Training with Nurse Manager
- AME DMA Training

If not complete, when is it scheduled? Date: 3/9/24

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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



BEACON
Specialized Living

Orientation Checklist - Direct Care Staff

Vehicle Orientation

Initials:

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

Date Completed:

AME Driver Training with Facility Maintenance Manager
If not complete, when is it scheduled? Date: 3/15/21

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.

April McCree
Employee Signature

3-15-21
Date

Alexis Claver
Home Manager Signature

3/15/21
Date