



Orientation Checklist - Direct Care Staff

Medical Review

Initials:

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

Date Completed:

- Medical Training with Nurse Manager
 - 8.28.21 DMA Training
- If not complete, when is it scheduled? Date: _____

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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



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Personnel Policy/Procedure Review

Initials:

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



BEACON
Specialized Living

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Vehicle Orientation

Initials:

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

Rayanna Knight
Employee Signature

4.15.21
Date

[Signature]
Home Manager Signature

4.15.21
Date