BEACON
Specialized Living

Orientation Checklist - Direct Care Staff

* To be completed on or before initial shadow shift

Name of Facility/Home: Beacon Home Ludington

Employee Name: Raylin Chaney Date: 1-27-2021

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:

RC Confidentiality Review
RC HIPAA Review
RC Organizational Structure and Chain of Command
RC Mission Statement/Philosophy of the Organization
RC Tour of Facility - form given to DCS, if applicable
RC Review of AFC Licensing Rules Act 218 and Location of Book
RC Recipient Rights Review (Schedule class if one hasn't been scheduled yet)
RC Review Abuse/Neglect/Confidentiality/Chapters 7&7A
RC Review DCH Incident Report Form, Location & Use
RC Review Licensing Incident Report, Event Tracking Tool, Location and Use in Electronic Resident Record
RC Initial Training and Employee Database Complete with all Required Documentation
RC House Rules Review and Location of Poster
RC Corporate Compliance Plan Review and Training
RC Electronic Medical Record Review and Password Given
RC 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:
AL ✓ Resident Medications Locations (PRN's, OTC, Controlled Substance, etc.)
AL ✓ Universal Precautions
AL ✓ Universal Precaution Supplies Locations
AL ✓ Medication Sheets and Why We Use Them (Back up for EMAR)
AL ✓ Seizure Protocol
AL ✓ Health Care Appraisals - What are they and where are they located?
AL ✓ Vitals Chart and How Often Completed
AL ✓ Weight Log and How Often Completed
AL ✓ Influenza Vaccine
AL ✓ Hypo-Hyper Glycemic Protocol

Date Completed:
AL ✓ Medical Training with Nurse Manager
AL ✓ DMA Training
If not complete, when is it scheduled? Date: _____

Site Orientation, Menu Planning, SDS and Fire Safety

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

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Personnel Policy/Procedure Review

Initials:

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

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Vehicle Orientation

Initials:

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

Kaylin Cherry — 1-22-21
Employee Signature — Date

Ashlo Kelley — 1/18/21
Home Manager Signature — Date