



Orientation Checklist - Direct Care Staff

* To be completed on or before initial shadow shift

Name of Facility/Home: Wavcrest

Employee Name: Michael Merritt Date: 12-21-2020

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:

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

Date Completed:

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



Orientation Checklist - Direct Care Staff

Personnel Policy/Procedure Review

Initials:

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



Orientation Checklist - Direct Care Staff

Medical Review

Initials:

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

Date Completed:

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

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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



Orientation Checklist - Direct Care Staff

Vehicle Orientation

Initials:

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

M. Le...
Employee Signature

12/21/20
Date

D. Freislinger
Home Manager Signature

12/21/20
Date