



NorthStar

Community Services

Residential House Lead / New Hire Checklist for 3 Supervised Training Days or Cross Training Day

Location: Birch Staff Name: Araceli Ramos-Smith

3 Supervised Training Dates: 12/13 / 12/15 / 12/17

OR

Cross Training Date: n/a

Topic	Date	Lead Initials	New Hire Initials
Complete Med Pass Sheet. New Hire and when staff Cross Train.	12/17	gt	AR
Emergency Binder: Where it is located, Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	12/13	gt	AR
Data Tracking and managing goals and location.	12/13	gt	AR
Daily House Task and Checklist and location.	12/13	gt	AR
Funds Management & Money Logs and location.	12/13	gt	AR
Menus and food preparation and location.	12/13	gt	AR
Daily Communication Log and location.	12/13	gt	AR
Appointment Communication Logs – Med Logbook: PRN documentation, appt log, meds rec'd/ordered, receiving Narcotics (Narc Sheet), standing order sheet, med error form, med set-up record (meds sent out sheet) and location.	12/13	gt	AR
Location of First Aid Kit, Fire Extinguisher, Med Cabinet.	12/13	gt	AR

