

**STAFF ORIENTATION CHECKLIST**

TOPICS	DATE	INITIALS
1. Review of the individual’s job description and duties to be performed and their role in the organization;		
2. Organization chart/supervision,		
3. Review of the organization’s values, mission statement, philosophy and goals		
4. Record keeping and reporting,		
5. Confidentiality and privacy of protected health information;		
6. Conveying of charges for care and services:		
7. Client/patient’s rights;		
8. Advance directives; if applicable		
9. Training specific to job requirements;		
10. Additional training for special populations (i.e.: nursing homes, pediatrics, disease processes with specialized care);		
11. Training specific to job requirements		
12. Conflict of Interest		
13. Written policies and procedures		
14. Cultural diversity and communication barriers,		
15. Ethical issues;		
16. Professional boundaries		
17. Fraud and Abuse/Compliance program		
18. Confidentiality statements reviewed and signed.		
19. Safety:		
a. Personal safety techniques;		
b. Common environmental hazards, (i.e. Icy parking areas and walkways, blocked exits, cluttered stairways, etc).		
c. Office equipment safety; and		
d. Safety and compliance monitoring measures related to the client/patient’s mediation, when applicable,		
e. Personal safety techniques relating to in home service/care;		
f. Client/patient medical equipment safety; if applicable;		
g. Basic home safety measures including household chemicals. Throw rugs, furniture layout, cluttered stairways, blocked exits, bathroom safety, electrical safety, etc and		
h. Use of restraints, if applicable.		
20. Performance/Quality Improvement Plan		
21. Emergency Operations Plan		
22. Incident/Variance Reporting		
23. Handling of patient compliances/grievances		
24. OSHA/CDC requirements, safety and infection control.		
25. OSHA Right to Know Laws		

