Administrative Policy/Procedure (CHAP) Section: HUMAN RESOURCES

Page 457 of 532

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		

Administrative Policy/Procedure (CHAP) Section: HUMAN RESOURCES

Page 458 of 532

26. FDA requirements on the Safe Medical Device Act,	
27. Safety-Patient Abuse, Neglect, Exploitation	
28. OASIS requirements and required documentation	
29. Corporate Compliance Plan	
30. Testing Related Processes	
31. Admission Process and Criteria	
31. Care Planning Team	
32. Clinical Competency	
33. Basic communication skill	
34. Guidelines for giving and receiving feedback	
35. CPR documentation if applicable to job description	
36. Acute and Chronic Pain	
37. Other	

Comments:

	/
Staff Signature	Date
Trainer/Manager Signature	Date