

ORIENTATION CHECKLIST

EMPLOYEE: _____ POSITION: _____

ORIENTATION TO	YES	N/A	SIGNATURE/DATE
1. Basic Home Safety: bathroom, electrical, environmental and fire			
2. Safety program:			
a. Risks within Agency and patient's home			
b. Actions to eliminate, minimize or report risks			
c. Incident reporting and procedures to follow			
d. Reporting processes for common problems, failures and user errors.			
3. Storage/handling/access to/transport of supplies/medical gases/drugs			
4. ID/handling/disposal of infectious wastes (Blood and Body Fluids/Precautions)			
5. ID/handling/disposal of hazardous waste (cytotoxic/ chemotherapy drugs)			
6. Infection Control and Prevention			
a. Personal hygiene (e.g., PPE and handwashing)			
b. Aseptic procedures			
c. Communicable infections (TB, AIDS, etc.)			
d. Cleaning/disinfecting reusable equipment			
e. Precautions to be taken (Standard Precautions, airborne transmission, direct/indirect contact, compromised immunity)			
7. Confidentiality of patient information/HIPAA policies and practices			
8. Community resources			
9. Policies/procedures			
10. Responsibilities related to safety and infection control			
11. Advanced directives policies/procedures			
12. Specific job duties/responsibilities and any limitations; performance standards; professional boundaries			
13. Screening for alleged or suspected victims of abuse/neglect reporting			
14. Emergency operations plan and role			
15. Equipment use/management relevant to job description			
16. Tuberculosis Program/Plan (OSHA)			
17. Hazardous Materials in the Workplace Program (SDS) (OSHA)			
18. Bloodborne Pathogen Program (OSHA)			
19. Managing the environment of care: (pt& Agency site)			
a. Safety			

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b. Fire safety — fire escape, fire alarm system, fire extinguishers — and prevention			
c. Security — Personal safety during home visits			
d. Utilities			
e. Responding• to emergencies			
20. Pt rights/responsibilities, including conveying charges for care			
21. Agency complaint mechanism/Medicare state hotline # and purpose			
22. QAPI program and role			
23. On-call and answering service			
24. Ethical aspects of care, treatment and services and process to address ethical issues			
25. Philosophy/mission/purpose/vision/goals/conflict of interest			
26. Interpreters/communicating with hearing/speech/ visually impaired			
27. Sentinel event policy/process			
28. Physical safety (e.g., body mechanics and safe lifting)			
29. Cultural diversity and sensitivity			
30. Role of the health team			
31. Family/State Medical Leave Act			
32. Organizational structure, lines of authority and responsibility; supervision process; Corporate Integrity Plan			
33. Hours of work; benefits			
34. Documentation requirements, including OASIS, if applicable			
35. Medical Device Reporting Act			
36. Equal Employment Opportunity Act			
37. Sexual Harassment Act			
38. Salary/hourly wage reimbursement			
39. Unemployment and Workers' Compensation			
40. Malpractice coverage			
41. Assessing and managing pain.			

Other _____

(Note: See Job-specific Competency Checklist for Skills)

Employee Signature

Date

Supervisor Signature

Date