

Anastasia Care Services LLC
PERSONNEL ORIENTATION CHECKLIST

NAME: _____ **DATE:** _____

CHECKLIST	Date Completed	Orientation by Whom	Personnel Initials
Tour of office and introduction of agency personnel			
Completion of all employment forms			
PERSONNEL FILE: (See Personnel File Checklist)			
Application			
1. Sign job description (copy to personnel)			
2. Professional license, certification, registration, as appropriate			
3. Driver's license, certification, registration, as appropriate			
4. Proof of auto insurance, as appropriate			
5. Physical exam, TB test			
6. Standard Body Substance Precaution Orientation			
7. Criminal Background Check			
8. Name and Photo Identification			
Orientation Content for Personnel Include			
1. General agency orientation including mission, philosophy, vision			
2. Review of Organizational Chart			
3. Human Resources Processes -- Review of Employee Handbook			
4. Services delivered by Anastasia Care Services			
5. Safety, including meeting the needs of others			
6. Infection Prevention and Control within the agency and home care setting			
7. Quality Management			
8. Confidentiality of agency and patient information			
9. Dealing with difficult behaviors			
10. Consumer control and independent living philosophy			
11. Safe and proper use of equipment			
12. Safety issues: Patient and Personnel-related			
13. Storage, handling and access to supplies			
14. Identification, handling and disposal of hazardous or infectious materials			
15. Infection Control Practices/Universal Precautions			
16. Actions in unsafe situations			
17. Instrumental activities of daily living			
18. Recognizing changes in client that must be addressed/ supervisor notified			
19. Handling Emergencies			
20. Recognizing and Reporting Abuse and Neglect			
21. Guidelines for appropriate referrals, including timeliness			
22. Emergency Preparedness within the agency and home setting as applicable			
23. Information regarding services provided by other personnel			
24. Documentation			
25. Attending to client needs promptly			
26. Communicating with office staff on work availability/calling off			
27. Reporting off work			
28. Client Rights and Responsibilities			
29. Cultural Diversity and Sensitivity			
30. ADL's including hygiene, bathing, grooming, shaving, etc.			
31. Transfers, ambulation and prescribed home exercises			
32. Preparation of meals, diets and assistance with eating			
33. Assisting client in the bathroom or use of bedpan and/or urinal			
34. Assistance with self-administered medications			