



ORIENTATION CHECKLIST

Instructions: Check off each item orientee was trained on. Orientee and Instructor to sign below when indicated

Instruction	Taught	Initials	Date
Organizational Chart The Organization's Mission, Vision, and Goals Types of Care or Services Provided Organizations Policies and Procedures, including those for Advance Directives and Death and Dying Patient Confidentiality / Dissemination of Information			
Home Safety (Bathroom, Fire, Environmental, and Electrical) Safety Issues in the Organizations (Safety Program-fire prevention, security) Emergency Preparedness-Disaster Plan- Telephone Tree Appropriate Actions in Unsafe Situations			
Infection Prevention and Control Program, including personal hygiene, Aseptic proc., communicable inf., precautions; and cleaning, disinfection and sterilization of equipment and supplies Identifying, Handling, and Disposal of Hazardous or Infection. Materials and Wastes in a Safe and Sanitary manner and according to the law and regulation Storing, Handling, and Accessing of Supplies, Medical Gasses, and Drugs			
Testing Procedures (Labs: Tests to be Performed by Staff Screening for Abuse and Neglect Referral Guidelines including Guidelines for Timeliness Care or Services provided by other staff members to facilitate coordination and appropriate referral			
Community Resources Clinical Competencies: Equipment Mng't, including safe and appropriate use of equip. Patient Assessment Vital Signs			
Care and Service Responsibilities Other Patient Care Responsibilities			
Concepts of Death and Dying Psychosocial and Spiritual Issues related to Death and Dying Communication with Dying Patients and Families Pain and Symptom Management in Palliative Care Concepts of Stress Mng't for Staff involved in Caring for Dying Patients Handling Death in the Home Grief and Bereavement			
Documentation Requirements: Initial Evaluation of a Patient Intermittent Visits Communication Notes Physicians Orders Supplemental Treatment Plan-485-POT Nursing Care Plan Updates Case Conference Home Care Aide Supervisory Visits			
Supervisory Responsibilities for Director of Patient Care Services Alternate Director Of Patient Care Services Supervisors Department Managers: QM, Billing, Clerical			



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Instruction	Taught	Initials	Date
Employee Demonstrates: <ul style="list-style-type: none"> • Good Communication Skills • Understanding of Guidelines for observing, reporting, and documenting: patient status and services provided • Hospice Philosophy of Care and Psychosocial Issues 			
Employee Recognizes: <ul style="list-style-type: none"> • Need of specific patient populations and ways to work with them • Importance of Maintenance of a clean, safe, and healthy environment 			
Employee Understands: <ul style="list-style-type: none"> • Infection Prevention and Control Program • Identification, Handling, and Disposal of Hazardous or Infec. Materials and Wastes in safe and sanitary manner and according to law and regulation 			
Employee Understands: <ul style="list-style-type: none"> • Basic Nutrition and Food Preparation Techniques 			
Employee Demonstrates: <ul style="list-style-type: none"> • Ability to Check Vital Signs: B/P, Pulse, Respiration, and Temperature 			
Employee Understands <ul style="list-style-type: none"> • Basic Elements of Body Functioning • Appropriate and safe bathing, oral hygiene, shaving, feeding, and dressing • Safe transfer techniques • Safe use of Equipment in Patient Care 			

I have attended orientation and received instructions in all the areas indicated:

Signature of Employee _____ Date: _____

Print Employee Name: _____ Position: _____

The above named attended orientation in which the listed items were taught:

Signature of Instructor: _____ Date: _____