

Employee Orientation & Training Record



Employee Name _____ Date of Hire _____

Topic	Approx.Min.	DATE/INITIALS	Topic	Approx.Min.	DATE/INITIALS
FACILITY OPERATIONS					
Introduction to The Cottages Philosophy and Mission. (Independence, dignity, choice, privacy, individuality, home-like setting)	30		<ul style="list-style-type: none"> Location of Electrical Panel Location and specifics of the Facility Heating Systems Emergency Water Shut Off Valve 	30	
Introduction to the Facility; Tour the Facility and Introduce to staff and Residents.	10		Hazardous Materials <ul style="list-style-type: none"> MSDS Book Eye Wash Station/When 	10	
Completed New employee paperwork/Create New Employee Profile in Blue Step	30		Fire Safety/Fire Drills Fire Extinguisher Smoke Alarms Familiarize with Monthly Fire Password Emergency Lightning	5	
Location of Phone numbers and facility address Door & Gate Codes	10		Disaster Preparedness Emergency Evacuation Procedures	10	
Resident/Nurse Call System Secure Door Alarms/Codes (Purpose)	10		Verification of Criminal Background Check	15	
Read & Sign Off on Cleaning Procedure Manual	15				
PERSONNEL POLICIES & PROCEDURES					
Wages/Paydays	10		Job Description/Signed Copy	15*	
Vacations/Holidays	10		Assistance with Medication Cert.	10	
Dress Code	10		Employee Handbook/Signed Receipt	60*	
Worker's/Safety Mindset/Safety Culture Injuries/Reporting/Recording	20		Continuing Education	10	
Shift Task Sheet/Duties	30		Job Responsibilities	10	
Language/Working with Hearing Impaired	10		HIPPA/Confidentiality Agreement/In-Service Packet	60*	

Employee Orientation & Training Record

Topic	Approx.Min.	DATE/INITIALS	Topic	Approx.Min.	DATE/INITIALS
The Cottages Policy and Procedures/Locate Manual	15		Dementia Training In-Service Packet	60*	
Mental Illness In-Service Packet	60*		RALF Rules for Assisted Living Overview/Survey Process/ Complaint Investigation	40	
Behavior Management In-Service Packet	60*		Lifting and Transferring/In-Service Packet <ul style="list-style-type: none"> Be able to Demonstrate Safe & Appropriate Techniques 	60*	
RESIDENT FOCUS INFORMATION & CARES					
Nursing Delegation Training: <ul style="list-style-type: none"> Medication Competency Review General Resident Task Delegations (Completed with Delegating Nurse)	180		Change of Condition Monitoring/Risk Management <ul style="list-style-type: none"> Bed Rail and Resident Restraint Policy When to report to NURSE and What to Report 	30	
Assistance with Daily Living (grooming, eating, bathing, dressing)	10		The Aging Process <u>Mind</u> <u>Body</u> <u>Spirit</u>	10	
Death, Dying and the Grieving Process/In-Service Packet	60*		Documentation/In-Service Packet <ul style="list-style-type: none"> Charting by Exception Daily Review of Resident Progress Notes 	60*	
Observing, Recording & Reporting/In-Service Packet	60*		Resident Rights/In-Service Packet & Sign off on Move-in rights documentation.	60*	
Idaho POST Program/Advanced Directives/DNR Status	15			180	
Monthly Vital Signs & Weight <ul style="list-style-type: none"> Be able to locate and chart results in Blue Step Record 	15		Employee Shadowing with Preceptor (approximate 1 day on OWN-TIME to determine if correct fit for The Cottages): #Total Days & Hours _____ (Optimum 2 days)	960* (split 480)	

Employee Orientation & Training Record

Topic	Approx.Min.	DATE/INITIALS	Topic	Approx.Min.	DATE/INITIALS
CUSTOMER SERVICE/MARKETING					
Answering the Telephone <ul style="list-style-type: none"> Responsibilities & Expectations Proper Technique – 4N's How to Transfer a Call 	10		Taking Telephone Messages for Residents, Administrators and/or Nurse	10	
Greeting Visitors	10		Communicating with Residents, Families and public	10	
News Media Inquiries <ul style="list-style-type: none"> Referral to Administrator &/or Mark Do not discuss Adverse Resident Events with Media 	10		Taking a Potential Resident Inquiry & Skills to Conduct a Tour <ul style="list-style-type: none"> Pricing Room Availability 	10	

Total Hours of Initial Employee Orientation & Training _____

Total Hours of Training if all Topics listed above are Complete:

- ✓ Approximately 52 Hours
- ✓ **Hours Completed on Own-Time through Self-Study Courses = 20.25 Hours

I have received the above information and/or training:

Employee Signature: _____

Date: _____

Administrator/Preceptor Signature: _____

Date: _____