

# Employee Orientation & Training Record



Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_

Topic	Approx.Min.	DATE/INITIALS	Topic	Approx.Min.	DATE/INITIALS
<b><i>FACILITY OPERATIONS</i></b>					
Introduction to The Cottages Philosophy and Mission. (Independence, dignity, choice, privacy, individuality, home-like setting)	30		<ul style="list-style-type: none"> <li>Location of Electrical Panel</li> <li>Location and specifics of the Facility Heating Systems</li> <li>Emergency Water Shut Off Valve</li> </ul>	30	
Introduction to the Facility; Tour the Facility and Introduce to staff and Residents.	10		Hazardous Materials <ul style="list-style-type: none"> <li>MSDS Book</li> <li>Eye Wash Station/When</li> </ul>	10	
Completed New employee paperwork/Create New Employee Profile in Blue Step	30		Fire Safety/Fire Drills Fire Extinguisher Smoke Alarms <b><i>Familiarize with Monthly Fire Password</i></b> 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				
<b><i>PERSONNEL POLICIES &amp; PROCEDURES</i></b>					
Blue Step Time reporting process; expectations timeliness	30		INFECTION CONTROL (Blue Step): <ul style="list-style-type: none"> <li>Blood Born Pathogen In-Service Packet</li> <li>Correct Hand washing and glove use</li> <li>Needle Safety</li> <li>Biohazard Waste Containers</li> <li>PPE Training (Personal Protective Equipment)</li> <li>Standard Precautions</li> </ul>	120*	

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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*	
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"> <li>Be able to Demonstrate Safe &amp; Appropriate Techniques</li> </ul>	60*	
<b>RESIDENT FOCUS INFORMATION &amp; CARES</b>					
Nursing Delegation Training: <ul style="list-style-type: none"> <li>Medication Competency Review</li> <li>General Resident Task Delegations</li> </ul> (Completed with Delegating Nurse)	180		Change of Condition Monitoring/Risk Management <ul style="list-style-type: none"> <li>Bed Rail and Resident Restraint Policy</li> <li>When to report to NURSE and What to Report</li> </ul>	30	
Assistance with Daily Living (grooming, eating, bathing, dressing)	10		The Aging Process_Mind_Body_Spirit	10	
Death, Dying and the Grieving Process/In-Service Packet	60*		Documentation/In-Service Packet <ul style="list-style-type: none"> <li>Charting by Exception</li> <li>Daily Review of Resident Progress Notes</li> </ul>	60*	

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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"> <li>Be able to locate and chart results in Blue Step Record</li> </ul>	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)	
<b>CUSTOMER SERVICE/MARKETING</b>					
Answering the Telephone <ul style="list-style-type: none"> <li>Responsibilities &amp; Expectations</li> <li>Proper Technique</li> </ul>	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"> <li>Referral to Administrator &amp;/or Mark</li> <li>Do not discuss Adverse Resident Events with Media</li> </ul>	10		Taking a Potential Resident Inquiry & Skills to Conduct an Tour <ul style="list-style-type: none"> <li>Pricing</li> <li>Room Availability</li> </ul>	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: \_\_\_\_\_