

ORIENTATION PROGRAM

	Initials		Initials
Facility Mission, Vision and Plan and Organizational Chart		Advance Directives	
Types of Care Provided by the Facility including Information Provided to Patients Regarding Charges		Policies and Procedures HIPAA	
Personnel Policies, Job Descriptions and Professional Boundaries of All Disciplines		Training Specific to Job Descriptions	
Cultural diversity Community Resources		Patient Rights and Grievance Policy	
Ethics, Conflict of Interest and Confidentiality of Patient Information		Supervision and Evaluation	
Facility Safety (including Bathroom, Electrical, Environment, Fire and Hazards)		Safety Issues in the Facility in the event of emergency or disaster	
Emergency Preparedness Plan/Actions to Take in the Event of a Disaster		Actions to Take in Unsafe Situations	
OSHA Requirements, Safety and Infection Control in the Facility/Standard Precautions		Patient Care Responsibilities Including Charges for Service/Care	
Incidences and Occurrences reporting Quality Assurance		Understanding and coping with Alzheimer's Disease and Dementia	
Identifying and Reporting Abuse, Neglect and Exploitation		Fraud/Abuse/Corporate Compliance, False Claims, False Statements, Whistle Blowing	
Documentation - Record Keeping		ID Badge Issued Medical Device/Hazards reporting	
Print Name		Title	
Employee Signature		Date	
Print Employer Signature/Initials		Title	
Employer Signature		Date	