

**OUR CARE IN HOME SERVICES LLC**



**EMPLOYEE ORIENTATION CHECKLIST**

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Topics to Review	Points to Address	Completed		
		New-Hire Initials	Date	Instructor
Overview of Agency	Include history, location, contact information, organizational structure, management team, communication with management			
Scope of Services	Review services provided by Agency such as: Personal Care, Homemaker Companion/Sitter; Respite, Friendly Reassurance Services, Chore Services			
Job Description	Ensure all employees receive a copy of their job description and they sign it to acknowledge they understand job expectations and limitations.			
Employee Handbook	Distribute Agency's <i>Employee Handbook</i> & provide an overview of its contents			
Employer-Employee Agreement	Review Agency's <i>Employer-Employee Agreement</i> . Have employee sign the agreement and place a copy in the employees' Personnel File			
General Rights and Responsibilities	Review anti-discrimination, equal employment opportunity, harassment, cultural diversity & disabilities regulations.			
Pay & Compensation	Discuss hours of work, shifts; salary/wages; overtime; pay schedules; timesheets, vacation time; sick leave; other benefits; compensation for private vehicle usage; completion of appropriate employment-related forms including income tax, benefits, etc.			
Grievances/ Complaints	Review Agency policy on <i>Grievances &amp; Complaints</i> , and the Agency's <i>Complaints/Grievances</i> form.			
Agency Expectations	Review what Agency expects from its employees including requirements for background checks; performance standards; competency evaluations; probationary period; training and development; workloads; staff meetings; conferences, assignments; supervision of services;			
Compliance	Advise of responsibility to comply with: Agency Policies; federal & state laws and regulations including False Claims Acts & Federal Deficit Reduction Act of 2005; regulatory agencies including CMS's Conditions of Participation; & federal, state and local agencies governing home care. Have employees sign <i>Policies &amp; Procedures Compliancy Agreement</i> .			

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Standards of Conduct	Issue & review <i>Agency Standards of Conduct</i> . Have all employees sign and date it. Put a copy in the Employee's Personnel file			
Ethics	Review Agency policy on <i>Standards of Conduct &amp; Work Ethics</i> . Emphasize respecting patient choices; protecting patient confidentiality, privacy, and security; delivering health care services according to professionally-accepted standards; and issues prone to conflicts.			
Conflict of Interest	Review Agency's Conflict of Interest Policy, emphasizing what constitutes a conflict of interest. Have each employee sign the Agency's and <i>Conflict of Interest Statement</i> . Place a copy into each employee's Personnel Files.			
Performance Reviews	Discuss how and when performance appraisals are conducted; performance improvement activities including identification of problems & issues; opportunities for improvement and consequences if performance standards continue to be unmet.			
Training/Staff Development	Review Agency's <i>Training &amp; Development &amp; Annual Training Policies and Staff Record of Training</i> . If the state has continuing education requirements and the Agency is accredited and/or certified, include continuing education and/or in-services that are required monthly and/or annually			
Health and Safety Committee	Supply a copy the Health and Safety Committee members and the location of the safety bulletin board. Explain how the employee can participate in the health and safety process (e.g., report hazards)			
Safety in the Workplace or Home	Review, personal and home safety; medical and non-medical emergency responses; environmental emergencies and disasters; reporting accidents; adverse/threatening clients; & the requirement obligation to notify Supervisor of any known exposure to Tuberculosis, Hepatitis or other infectious/communicable diseases. Review the Agency's <i>Home Safety Checklist and Home Environment Safety Policy</i> . Focus on Safety precautions for bathroom, electrical, and fire safety in the home; evaluating neighborhoods for safety hazard & the client's/resident's potential for violence.			
Emergency Procedures	Review procedures for emergency situations that occur in client's homes and in the office environment. Stress importance of ensuring client have emergency telephone numbers & contacts lists.			
Client Abuse	Review the various types of abuse, the signs of abuse, and the employee's responsibilities when abuse is suspected, particularly involving the elderly. Review Agency's Policy on Client Abuse			

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Emergency Preparedness	Review Emergency Preparedness Plan, with focus on: policies and procedures on how the Agency handles client care during natural (and non-natural) disasters (e.g. flood, fire, hurricane, tornado, or other disaster) that affect the delivery of scheduled home care services; maintaining uninterrupted communication between Agency management and caregivers; and providing uninterrupted home care services to priority patients.			
Emergency Contact	Obtain a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of an employee emergency.			
Infection Control & Hazard Waste Standards	Provide orientation and training for the OSHA standards; review Agency policies on Infection Control, Blood-borne diseases Household Wastes, Handling & Transporting specimens.			
Personal Protective Equipment (PPE)	Review the Personal Protective Equipment program. If employees will be required to wear PPE, issue appropriate PPE that must be worn as required by the work being performed.			
Incident Reporting	Review Agency's Incident Reporting Policy, focusing on what constitutes an incident; reporting incidents such as injury and/or accident and exposure to blood borne diseases. Provide procedures for completing incident reports using the Agency's appropriate Incident Report form.			
Security & Confidentiality of Client Information	Ensure employees know about <i>Health Insurance Portability and Accountability Act</i> (HIPAA) & procedures for protecting patients' PHI ('protected identifiable health information. Include how the agency physically protects client's records & procedures for reporting HIPAA violations. Review the Agency's <i>Confidentiality &amp; Privacy of Client Information</i> policy. Have employee sign Agency's <i>Confidentiality &amp; Non-Disclosure Agreement</i>			
Federal Deficit Reduction Act of 2005	Review the employee's legal responsibilities regarding detecting and preventing fraud, abuse and waste in the federal health care systems, as outline in Section 6032 and False Claim Act).			
Case Management & Clinical Record Management	Review Case management policies and procedures, particularly regarding assessments & care plan development; documentation requirements & maintenance of client records; roles in reimbursement;			
Equipment & Supplies	Ensure employees know how to manage and safely use equipment, where equipment & supplies are located and procedures or requirements for procuring items from the stock.			

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I confirm that I have received the orientation documented in this checklist.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_