

**ORIENTATION CHECKLIST FOR CURRENT EMPLOYEES ASSIGNED TO A NEW JOB CLASSIFICATION**

		INITIALS
1. Review of all Agency policies and procedures		
2. Review of Federal and State regulations		
3. Review confidentiality of client information		
4. Review contracts for all programs, agencies, and individuals		
5. Review employee benefits		
6. Review infection control, safety, and disaster programs		
7. Consult with and observes other staff in the same job classification regarding client job issues		
8. Review implementation of client goals and objectives		
9. Ensuring safe and effective services to clients and families		
10. Establishing and maintaining effective lines of communication		
11. Practicing staff development including orientation, in-service education, and continuing education		
12. Following job description in performance of duties		
13. Implementing and evaluating client services		
14. Participating in selected in-service programs		
15. Encouraging staff participation in problem solving		
16. Performing other duties as assigned by the Administrator		
PRINT NAME/TITLE OF EMPLOYEE		
EMPLOYEE SIGNATURE		DATE
ORIENTER SIGNATURE/INITIALS		DATE