

Facility two hour pre service Orientation

Facility Layout 45 min

Tour new staff around your facility

Show them where residents rooms are located

Show them the different areas of the facility (tv room, staff dining etc)

Show them where supplies are kept

Show them where soiled laundry and linens go

Show them where soiled diapers go

Residents Care Procedures 40 min

Provide them with a list of residents names and room numbers

Review the procedures of your facility for observing and reporting health changes with the residents

Review resident fall procedures

Review how to properly fill out an incident report

Review and discuss the residents bill of rights (give examples of possible violations of rights)

Facility Emergency Procedures 15 min

Discuss the facilities procedure and staff's responsibilities in the event the fire alarm goes off

Show them where the fire extinguishers are located

Show them where your evacuation zones are located

Facility Emergency Procedures 20 min

Facility Staff Rules and Code of Conduct 10min

Discuss the facilities staff rules

Discuss the facilities code of conduct

The facility's license type and services offered by the facility 10 min

Discuss the facilities license type

Discuss services allowed and offered under the facility's license type.

I _____ acknowledge that on ____/____/____

I have received 2 hrs of preservice training about the topics listed above.

Staff member

Facility Representative