

**MCINTOSH TRAIL COMMUNITY SERVICE BOARD
WORK SITE ORIENTATION/TRAINING DOCUMENTATION
CHECKLIST**

SUBJECT	STAFF MEMBER RESPONSIBLE	SIGNED FORM REQUIRED	DATE COMPLETED/ INITIALS
Employment Facts			
1. Terms of Employment, Loyalty Oath, Pay Status	Benefits Manager/ HCS	YES	
2. Worker's Comp, FLSA, I-9, Release of Info, Emergency Contact	Benefits Manager/ HCS	YES	
3. Drug-Free Workplace, Drug Screen Acknowledgment, Sexual Harassment	Benefits Manager/ HCS	YES	
4. Flex & Health Benefits, 401K, Outstanding Wages	Benefits Manager	YES	
5. Fingerprint Instructions	Benefits Manager	NO	
6. Picture for ID Badge	Benefits Manager/HCS	NO	
7. Leave/ Time Sheets/ Work Schedule	Payroll/ HCS	NO	
8. Tour of facility	on site	NO	
9. Location of materials/ supplies	on site	NO	
10. Employee conduct/ dress code	on site/ HCS	NO	
11 .Keys and facility security	on site	NO	
Other Staff and Their Roles			
1. Base office/program area	on site	NO	
2. Orientation to other McIntosh programs	video/ ER	NO	
3. Chain of Command	ER/on site	NO	
Office procedures			
1. Mail, FAX, Telephone & Equipment Use	on site	NO	
2. Request for Email set up, access to tech.	ER	YES	
3. Safety & Emergency Prep. Plan	on site	YES	

SUBJECT	STAFF MEMBER RESPONSIBLE	SIGNED FORM REQUIRED	DATE COMPLETED
Infection Control			
1. TB screening & Hepatitis B Immunization - Policy 2512 & 2513	Benefits Manager/ HCS	YES (Hep B)	TB results within 10 days of hire
2. Policies 2502 - 2511 (including HIV)	ER	NO	
3. Policies 2514 - 2516	ER	NO	
Record Keeping/Documentation (Selected Staff Only*)			
1. Format of charts	on site	NO	
2. How to open charts	on site	NO	
3. Check-out procedures	on site	NO	
4. Releases of information/HIPAA	on site	NO	
5. Record transfer procedures	on site	NO	
6. Progress Notes/ Charting	UM Dept./on site	NO	
7. MICP's	UM/on site	NO	
Training Classes – <u>For ER use only</u> (Selected Staff Only*)	ER Will Schedule	Must Pass Test	
1. Standard First Aid/Adult CPR		YES	
2. Non Violent Crisis Intervention*		YES	
3. Infant & Child CPR*		YES	
4. New Employee Curriculum	Essential Learning	YES	
5. New Nurse Curriculum	Essential Learning	YES	
6. New Parapro Curriculum	Essential Learning/GA EL	YES	
7. . Supervised/Assisted Meds*/Personal Care Assistnat		YES	
8. FORMDOCS/OUTLOOK/Internet		NO	

SUBJECT	STAFF MEMBER RESPONSIBLE		DATE COMPLETED
New Employee Orientation			
1. Vision, Mission and Values, Structure	ER	NO	
2. Access to Technology/Email/Internet Policies 1128-1130	ER	NO	
2. Management of Info-Security/HIPAA Policy 1133	ER	YES	
4. Intro to JCO/CARF Standards	ER	NO	
5. Confidentiality	ER	YES	
6. Rights, Ethics, Responsibilities and Corporate Compliance Policy 1017	ER	YES	
7. Staff Development Opportunities & Essential Learning – Policy 3102	ER	NO	
8. Outside Employment - Policy 3301	ER	YES	
9. Authorized Charting Privileges Policy 1106	ER	YES	
10. Emergency procedures policy PASS/RACE – Policy 1201	ER	NO	
11. Staff Relationships with Consumers Policy 2024	ER	YES	
12. Medication Prescriptions (physicians only) - Policy 1106	ER	YES	
13. Overview of McIntosh Trail Policies & Procedures	On site	NO	

SUBJECT	STAFF MEMBER RESPONSIBLE	SIGNED FORM REQUIRED	DATE COMPLETED
Other Areas			
Reporting Abuse/Exploitation in Long Term Care Facilities (Housing Only)	on site/ HCS	YES	
Resident's Rights (Housing Only)	on site/ HCS	YES	
Person Centered Philosophy	ER/on site	NO	
Work Site Orientation/Training Documentation Checklist	ER/ on site	YES THIS FORM	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Training Coordinator _____ Date _____

When Supervisor has completed, send ORIGINAL to
 Training Coordinator within 30 days of hire date.
 You don't need to wait until new employees have completed the "Training Classes" section
 to return this.