

STAFF RECORD OF TRAINING

NAME: _____ JOB TITLE: _____

NEW HIRE ORIENTATION PROGRAM			
	CHECK		CHECK
Agency Mission, Vision and Plan and Organizational Chart		Advance Directives	
Types of Care Provided by the Agency including Information Provided to Clients Regarding Charges		Policies and Procedures	
Personnel Policies, Job Descriptions and Professional Boundaries of All Disciplines		Training Specific to Job Descriptions	
Cultural diversity		Client Rights and Grievance Policy	
Ethics, Conflict of Interest and Confidentiality of Client Information		Supervision and Evaluation and Identification of situations that require referral to a registered nurse, including significant changes in a client's condition	
Home Safety (including Bathroom, Electrical, Environment, Fire and Hazards)		Safety Issues in the Home (Including Security and Guns in the Home)	
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 Home/Standard Precautions		Client Care Responsibilities Including Charges for Service/Care	
Incidences and Occurrences reporting		Understanding and coping with	

		Alzheimer's Disease and Dementia	
CPR		Record Keeping	
Identifying and Reporting Abuse, Neglect and Exploitation		Quality Assurance	
Ethical behavior and confidentiality of information		ID Badge Issued	
Medical Device/Hazards reporting			
PRINT NAME:		TITLE:	
SIGNATURE:		DATE:	

FORM REFERENCE: COMAR 10.07.05, Section; .11