**Orientation Checklist**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Training Topic** | **Employee Signature and Date Upon Completion** |
| New Hire Packet: I9, tax forms, ID Badge, phone list, abbreviations, etc. |  |
| Mission, Vision, Values and Value Equation  Service Lines, Corporate Structure |  |
| Employee Handbook  THA Employee Resources Pages  Badges & Uniforms  Policy Review:   * Leaves of absences * HIPPA/Privacy/Security * American with Disabilities Act (ADA) * Dress Code * Praise it Forward * Overtime * Workplace Violence * Harassment, Drug and Alcohol-Free WP * Safety, Incident Reporting and Worker’s Comp |  |
| Talent Management:   * Performance Reviews and Corrective Actions * Employee Separation * Benefits and Paid Time Off (PTO) * Open Door * Referral Program and Purple Perks |  |
| THA University Compliance Training:   * Patients Rights in Home Care and Hospice * Abuse and Neglect in Home Care and Hospice * Corporate Compliance in Home Care and Hospice * Fire Safety in Home Care and Hospice * Workplace Safety and Violence Prevention * Cultural Diversity in Home Care and Hospice * HIPPA: Protecting Patient Privacy * Driving Safety in Home Care and Hospice * Safety in Home Care and Hospice * Emergency Management in Home Care and Hospice * Infection Control for Health Care and Hospice * Infection Control for TB * Professional Boundaries in Home Care and Hospice * Safe Medical Device Act |  |
| Health Screening |  |
| Care Model—the village  Sensitivity Training  Safe Medical Device Act  Measuring Tool – 5 STAR  Strategic Health Partnership - SHP  Customer satisfaction/service and reports-HHCAHPS  Complaint handling  Situation/Background/Assessment/Recommendation - SBAR Communication  Patient Incident and reporting |  |