**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 EquationService Lines, Corporate Structure |  |
| Employee HandbookTHA Employee Resources PagesBadges & UniformsPolicy 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
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| Talent Management:* Performance Reviews and Corrective Actions
* Employee Separation
* Benefits and Paid Time Off (PTO)
* Open Door
* Referral Program and Purple Perks
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| 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
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| Health Screening |  |
| Care Model—the village Sensitivity TrainingSafe Medical Device ActMeasuring Tool – 5 STARStrategic Health Partnership - SHPCustomer satisfaction/service and reports-HHCAHPSComplaint handlingSituation/Background/Assessment/Recommendation - SBAR CommunicationPatient Incident and reporting |  |