

Nursing Orientation Program Checklist

NAME _____

DEPARTMENT _____

TITLE _____ DATE OF HIRE _____

The following topics were reviewed during orientation:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Departmental Education
Parking
Clocking in/out
Dress code and personal hygiene
Pay periods/Holidays/Personal time
Hours of work by shift
Call-in process | <input checked="" type="checkbox"/> Abuse and Neglect and Resident Dignity
Upholding HIPAA regulations
Respecting residents' rights |
| <input checked="" type="checkbox"/> Products and Services
Skin and wound care products
Incontinence care products
Safety products (syringes, sharps, containers) | <input checked="" type="checkbox"/> Accidents and Injuries
How to report
How to document |
| <input checked="" type="checkbox"/> Culture Change and Person-Centered Care
Definition and structure of a Neighborhood
My role in a person-centered Neighborhood
Teamwork
Building relationships with residents and families | <input checked="" type="checkbox"/> Skills Testing (per discipline)
CNA skills
CMT skills
Nurse skills |
| <input checked="" type="checkbox"/> Electronic Medical Records Training
How to log in/out
Data entry
Email
Passwords | <input checked="" type="checkbox"/> Admission and Discharge Process
New resident admission
Re-admission of resident returning from hospital
Resident discharge to hospital or home
Resident death |
| <input checked="" type="checkbox"/> Alzheimer's and Dementia Training | <input checked="" type="checkbox"/> Infection Control
Hand-washing
Blood-borne pathogens
Isolation |
| | <input checked="" type="checkbox"/> Reducing Return-to-Hospital Rates
Assessing residents
Reporting changes from normal status
Following paths to care |
| | <input checked="" type="checkbox"/> Evaluations |

I confirm that the Nursing Orientation Program covered the topics listed above and that I have a full understanding of the subjects presented.

Orientee

Date

I certify that the above-named employee successfully completed the Nursing Orientation Program.

Instructor

Date