34 GRIM ORIENTATION CHECKLIST

Employee's Name: _____ Date of Hire_____

ISL Location: _____

Date: _____ Training Supervisor: _____

	Trainer Initials	Date Completed	Employee Initials
Prior to working with an Individual			
Abuse and Neglect (verify with office)			
Upon Hire:			
Complete Administration Orientation			
Meet Staff			
Meet Individuals			
Complete EMT CIMOR Training			
Valid Driver's License/Insurance on File			
Prior to working alone and NO later than 30 Days from Date of Hire			
High School Diploma/GED on File (verify with office)			
CPR/First Aide: Date Scheduled_____			
Med Aide: Date Scheduled_____			
MANDT as directed by IP date scheduled _____			
Emergency Procedures Fire & Disaster Drill Training			
Universal Precautions			
New hires - At least 8 hours of orientation (4 hours with Lead)			
Employees new to the field require 8 hours with the Lead			
Current employees - 4 hours of orientation with the Lead			
Understand Observation notes & read and last 2 months monthly reviews			
Understand financial guidelines (budget & personal)			
Understand Medication Administration Records(MAR's),med counts			
Understand what the meds are for and know where they are kept			
Read medication side effect sheets			
Supervised administration of Medication for each shift they will be working			
Complete Overhead Lift System Training			
Complete Proper Lifting/Manual Transfers			
Locate and demostrate how to use tie downs in van			
Supervise drive with staff prior to transporting individual alone			
Read & understand Individual Plan (IP) and all trainings in Training Notebook			
(Training Plans, Hab Data, Therapy, Equipment, Communication)			
Dietary Training and Chocking Precautions Training (as aplicable)			
Specialized Nursing Delegations (as applicable)			
Find out what chores consumers are responsible for			
Find address and phone number (guardian, physicians, staff etc.)			
Find locations of all necessary agency, guardian, on-call and emergency #'s			
Read and understand on-call procedures			
Locate 1st Aid kit/CPR barrier masks are located for home and auto			
Locate where the staff notebook is located			
Review:			
a. staff duties, location of timesheets, mileage sheets, vacaton, and			
b. employee schedules, identify monthly staff meeting schedule change of shift forms			
c. read last 3 monthly staff meeting agendas			
Within 90 days of employment:			
a. Missouri Quality Outcomes - date scheduled _____			
b. Positive Behavioral Supports - date scheduled _____			

Please turn this form into the main office upon completion of 30 days of employment and/or when fully completed.