

## Humane Home Care

# EMPLOYEE ORIENTATION

Employee/Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Orientation: \_\_\_\_\_

## GENERAL ORIENTATION WITH HUMAN RESOURCES

- Introductions
- HIPAA Privacy Regulations- Review handbooks and examination
- Discuss policies and procedures included in employee handbook, with focus on new and added updated policies and review policy and procedure examination
- Review employee benefits as applicable to various employee statuses
- Review Complaint and Grievances Procedures
- Review Sexual Harassment Policy

## GENERAL ORIENTATION WITH ADMINISTRATION

- Welcome to the Agency
- Mission and Philosophy
- OSHA Infection Control
- Home Health Aide/Direct Care Worker Assignment Sheet
- Home Health Skills Checklist
- Home Health Competency Examination
- Detecting Patient Abuse: Child Abuse and Abuse of the Elderly
- Documentation
- Universal Precautions
- Client Bill of Rights
- Body Mechanics
- "Guest in the Client's Home"

\_\_\_\_\_  
Employee/Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date