



ADULT DAY CARE

GENERAL ORIENTATION PROGRAM

General Orientation Schedule

❖ Introduction/Welcome <ul style="list-style-type: none">○ Mission Statement○ Facility Map (facility will supply)○ Facility Organizational Chart- (key staff and facility will supply)○ Employee Job description
❖ Understanding Abuse, Neglect and Mistreatment, Exploitation & Reporting
❖ Resident rights, ❖ Customer Service, ❖ Cultural Diversity
❖ Fire Safety-Workplace Safety ❖ Disaster Plan ❖ OSHA ❖ Safety Management ❖ Building Specific Codes and Identifiers ❖ Elopement ❖ Emergency procedures
❖ Infection Control <ul style="list-style-type: none">❖ Standard Precaution❖ Handwashing❖ Blood Exposure❖ Blood Pathogen Diseases❖ Environment❖ Linen❖ Isolation❖ Immunization
❖ Corporate Compliance <ul style="list-style-type: none">○ Cultural Diversity○ Code of Conduct to include Social Media○ Use of Cell phone○ HIPPA○ ID's Uniforms, Time Clock○ Employee Handbook
❖ Aging Process/Needs of the Older Adult-Cognitive Impairment ❖ Care for patients with Dementia

Employee Name:
Employee Signature:

Instructor Name:
Date: