

# National Hospice Management, INC.

## CONTRACTED EMPLOYEE ORIENTATION CHECKLIST

Employee Name:

Branch:

TOPICS	DATE	INITIALS
1. Hospice goals and services		
2. Interdisciplinary group function and responsibility		
3. Plan of care		
4. Levels of hospice care		
5. Review of the individual's job description and duties to be performed and their role in the organization;		
6. Organization chart/supervision;		
7. Mission/philosophy;		
8. Record keeping and reporting;		
9. Confidentiality and privacy of protected health information;		
10. Client/patient's rights;		
11. Advance Directives; if applicable		
12. Conflict of interest;		
13. Written policies and procedures;		
14. Training specific to job requirements;		
15. Additional training for special populations (i.e. nursing homes, pediatrics, disease processes with specialized care);		
16. Cultural diversity and communication;		
17. Ethical issues;		
18. Professional boundaries;		
19. QAPI plan;		
20. OSHA/CDC requirements, safety and infection control.		
21. FDA requirements on the Safe Medical Device Act		
22. Orientation to equipment, if applicable as outlined in job description;		
23. CPR documentation, if applicable as outlined in job description		
24. Incident/variance reporting		
25. Handling of patient compliant/grievances		
26. Introduction to hospice/the hospice philosophy; patient, family, caregiver as a unit of service/care;		
27. Concepts of death and dying and bereavement;		
28. Emotional support, psychosocial, and spiritual issues;		
29. Pain and symptom management		
30. Diseases and medical conditions common to hospice		
31. Stress management		
32. Review of confidentiality statement/signed;		
33. Communications barriers;		

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34. Corporate Compliance Program		
35. Conveying of Changes for Care/Services Policy		
36. Emergency Preparedness Program – Emergency & Communication Plan, Policy & Procedure, Training & Testing, Fire Safety Plan.		
<b><i>DIRECT CARE (FIELD STAFF) WILL INCLUDE within 60 days of hire:</i></b>		
37. Alzheimer’s Disease and Related Dementias		
38. ITK-Communicating with your Alzheimer’s Clients		
39. ITK-Recognizing & Managing Catastrophic Reactions		
40. ITK-Helping with Activities of Daily Living		
41. Dealing with Family Members		
42. ITK-Safe Environments for Clients w/Dementia or Alzheimer’s Disease		
43. ITK-Activities for Clients w/Alzheimer’s Disease		
44. ITK-Understanding Alzheimer’s Disease		
<b><i>NON-DIRECT CARE PERSONNEL WILL INCLUDE:</i></b>		
45. Alzheimer’s Disease and Related Dementias		
46. ITK-Communicating with your Alzheimer’s Clients		

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_