



Aaron's Home Care Orientation Checklist

Topic	Time	Initials
Welcome to orientation		
Agency Mission/History/Philosophy/Values/Objectives		
Our Team: Who's Who. Director, Manager, Care Coordinator		
Office tour/ Getting Supplies (Gloves, masks if necessary, badge)		
Office communication		
HIPAA (patient confidentiality)		
Management of Hazardous and Infectious Materials: OSHA Training		
Universal Precautions; Hand washing; Infection Control Plan; Blood-borne Pathogens		
TB; Hepatitis B Vaccine		
Employee Safety (including Injury/Incident reporting)		
Employee role in emergencies (including Medical, Fire safety and CPR)		
Client Rights and Elderly Abuse Reporting		
Child Abuse Reporting		
Domestic Violence Reporting		
Emergency Preparedness; Your role; planning; communication		
Ethical considerations in home care delivery (including cultural awareness and issues involving receipt of gifts and money from clients and other financial transactions)		
Performance Improvement program:		
Definition; Your role; What we do with the Performance Improvement data		
Scope of Service and restrictions in duties		
Your Job description and duties (including instructions relevant to personal care services of the sick or disabled at home)		
Company Clinical Policies and Procedures (Includes Reporting Progress and Problems)		
Annual Performance Evaluation		
What's In Your Personnel File:		
What you can have a copy of		
It's kept confidential		
Health File		
CBC		
Annual in-service education certificates		
Annual Attestation		
Documentation of supervision		
Benefit Eligibility		
Name tag/ ID card/ ID # assigned		
Review Personnel Policies manual and Company Administrative Policies and Procedures		
Review and sign/date job description		
Review pay period, paydays and telephony		
Mileage		
Disciplinary action		



Employee Handbook Review & Sign Off	
Company policies: Dress Code, Office Hours, Reliability, and other Corporate Compliance	
Fraud and Abuse Prevention	
Body Mechanics Video	
Resources	
Self-study modules	
Confidentiality	
Abuse and Neglect: What it is; how to screen for it and how to report it	

The Caregiver and Aaron's Home Care acknowledge that the Caregiver has successfully completed the Aaron's Home Care Orientation process.

Caregiver signature

Date

Aaron's Home Care Instructor Signature

Date