

<b>ATTENDANT ORIENTATION CHECKLIST</b>
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- I) Introduction**  
 About the Agency  
 What Attendants Do  
 Organizational Structure/Who you report to  
 Communication  
 Confidentiality/HIPAA  
 Emergency Preparedness  
 Compliance Training and Education Program
- II) Exposure Control/Standard Precautions**  
 Standard Precautions/OSHA/Hazardous Waste/Infection Control/HIV  
 Hand Washing  
 Safety
- III) Human Resource Policies**  
 Dress Code  
 Evaluation Policy  
 TB (*according to agency policy*)  
 Hepatitis Consent/Declination  
 On The Job Injury  
 Pay Schedule - If working in a DADS' program, pay is per DADS' requirements  
 Employee Illness  
 Inclement Weather  
 Progressive Discipline Policy  
 Employee Grievance Procedure  
 Non-discrimination Policy  
 Illegal Remuneration  
 Fraud and Abuse  
 Abuse, Neglect and Exploitation
- IV) Attendants**  
 Situations Attendants must report to Supervisor  
 CBA, PHC, CAS, and FC Minimum Wage
- V) General Policies & Procedures**  
 Client Supplies  
 Agency Paperwork  
 Schedules/Timeframes  
 Out-of-Hospital DNR/Advanced Directives  
 Client Rights, Rights of the Elderly

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 Staff Signature

Date

Employer Signature

Date