

# Avenue HomeCare

## Guide to General Orientation

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Personnel Records To Complete:**

Acknowledgement of Receipt of Orientation Materials  
Employment Application  
Reference Requests  
Emergency Contact Form  
Consent for Criminal Background Check  
Consent for Drug/Alcohol Screening  
Consent for Motor Vehicle Record Check  
Consent for Licensure/Certification Verification  
Health Screen Checklist  
Hepatitis B Vaccine Consent/Declination  
Certificate of Tetanus Vaccination  
Health Assessment Form  
Tuberculosis Screening (2-step)  
Standards of Conduct Acknowledgement  
Confidentiality of Patient/ Employee Information Acknowledgement  
Scheduling/Availability Questionnaire  
Payroll Documents (Tax & Direct Deposit Forms)  
Position Description  
Employee Offer Letter  
Employee Non-Compete Agreement  
Receipt of Employee Handbook  
Skills Competency Checklist  
Competency Exam  
In-Service Exams  
Drivers License/Social Security Card/Permanent Resident Card  
Current Professional License/Certification  
Current CPR certification  
Proof of Automobile Insurance

### **Topics to Discuss:**

Employee Handbook (to include Standards of Conduct & Confidentiality Policies)  
Employee Standards of Appearance  
Attendance Policy  
Grievance Procedure  
Communication Expectations  
Employment Eligibility, Classification, Orientation Period  
Compensation Practices  
Timesheet/Paycheck Information  
Occurrence Reports

Outside Interests  
Alcoholism and Substance Abuse

## **Avenue HomeCare** **Guide to General Orientation, Continued:**



### Safety Education:

- I. Basic Home Safety.
- II. Safe and appropriate use of medical equipment.
- III. The storage, handling, delivery and access to supplies, medical gases and drugs, especially, chemotherapeutic agents, controlled substances, parenteral and enteral nutrition solutions and needles.
- IV. The identification, handling, and disposal of hazardous materials and wastes in a safe and sanitary manner in accordance with applicable laws and regulations.

### Professionalism in the Workplace:

- I. Smoking
- II. Telephone Use
- III. Gifts and Gratuities
- IV. Professional demeanor towards client and co-workers at all times.

### **Information Provided:**

Mission Statement  
Philosophy  
Job Responsibilities  
Employment Requirements  
In-service Education and requirements  
Licensure and Certifications responsibilities  
Client Rights  
Pain Management In-Service  
Tuberculosis In-Service  
General Safety In-Service  
Back Safety In-Service  
Infection Control/Bloodborne Pathogens In-Service  
Age Specific Competencies In-Service  
Copy of Employee Handbook and other pertinent information

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### **Acknowledgement of Receipt of Orientation Materials**

The information above has been reviewed with me and I understand the content, policies and procedures related to these topics and agree to abide by them.

Employee Printed Name

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Employee Signature

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Date

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AVENUE HOMECARE Representative

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Date