

Capital Care

Gentle hearts & hands that love & care

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EMPLOYEE ORIENTATION

APPROVED BY: _____

TITLE: _____ EFFECTIVE DATE: _____

DATE REVIEWED: _____

POLICY STATEMENT

Each employee of the agency who provides direct support, supervision of direct support, or management of services for Capital Care shall complete an orientation to the agency and the home care services provided to individuals.

SPECIAL INSTRUCTIONS

Orientation for all employees shall include:

1. Overview of agency mission, operation, and services.
 - a) Goals, philosophy, and objectives.
 - b) Medicare and Medicaid regulations.
 - c) Organizational structure.
 - d) Various disciplines (personnel within each).
 - e) Overview of functions and coordination between services.
 - f) Contract Agreement, if applicable.
 - g) Principles and responsibilities related to quality improvement.

2. Agency personnel policies.
3. Orientation to clinical and written procedures.
4. Infection Control/OSHA Blood Borne Pathogen Policies, TB Education, and HBV Vaccine.
5. Advance Directives/DNR-DNI/Procedures regarding death and dying.
6. Types of care or service to be delivered in individual's home.
7. Home safety issues including bathroom, fire, environmental, and electrical safety.
8. Storage, handling, and access to supplies, medical gases, and drugs in relationship to services.
9. Hazardous materials/waste management.
10. Confidentiality of individual information.
11. Applicable/available community resources.
12. Appropriate actions in unsafe situations.
13. Any specific tests to be performed by staff.
14. Infield experience.
15. Licensed staff will complete a basic skills test with a 70% passing grade before providing individual care.

Employee Signature

Date

Administrator's Signature

Date