

Ardmore Enterprises, Inc.

RESIDENTIAL STAFF ORIENTATION

Employee name: _____ **House assignment:** _____

House manager: _____ **Program Coordinator:** _____

Date of hire: _____ **Orientation completed:** _____

Instructions: This form is to be completed within the first two weeks of employment. Orientation should be completed within two weeks of hire, and form returned to your program coordinator. This will be kept in your personnel file. New employees may not work alone until all training is completed.

TOPIC	DATE	EMPLOYEE INITIALS	TRAINER INITIALS
CLIENT INFORMATION			
Diagnoses of all consumers in house			
Chart review for: (consumer) _____			
Chart review for: (consumer) _____			
Chart review for: (consumer) _____			
Chart review for: (consumer) _____			
IP/BP goals & services for: _____			
IP/BP goals & services for: _____			
IP/BP goals & services for: _____			
IP/BP goals & services for: _____			
Diets and allergies for all consumers in house			
Family involvement for all consumers in house			
HOME ROUTINE			
Home tour (including smoke detectors, fire extinguishers, heating system, water valves, circuit or fuse boxes, water heater)			
Daily schedule			
Activity/outing planning			
Staff schedule			
Day program transportation			
Medication schedules			
Menu planning			
Grocery shopping			
Modeling goals/services for _____			
Modeling goals/services for _____			
Modeling goals/services for _____			
Modeling goals/services for _____			
Fire safety drill & report on 17 th			
Monthly weights on 17 th			

Cleaning/laundry routines (including heater filter)			
PAPERWORK			
Communication log			
Visitor log			
Data collection (IP and BP)			
Activity records			
Incident reports			
Illness/Injury reports			
Maintenance report			
Timesheets			
Leave request			
Change of shift report			
Medical charts (BM, seizure, menses, glucose, etc)			
Attendance record			
Water temperature record			
Request for consumers' monies			
Expense report			
Vehicle log and checklist			
PROCEDURES			
Monthly paperwork due on 5 th			
Calling out			
On-Call procedures – nurse, PC, director			
Guardian notification (if applicable)			
Telephone use			
Visitors – consumers and staff			
Communication with day programs			
Assisting consumers with medical appointments			
HOUSE MANAGERS ONLY			
Medical appointment scheduling			
House manager meeting			
House manager mentoring			
EMERGENCY PROCEDURES			
First aid			
Poison control			
Medical emergencies			
Behavioral emergencies			
Lost consumer			
House-specific safety precautions			