

Student/Instructor General Orientation Checklist

Issued: 05/18/2023



Each student and instructor should receive an orientation packet that contains the following information. After reviewing each of the following items, please initial beside the topic indicating understanding.

Hitec, Inc
Facility Name

Amabilia Lopez
Name of Student or Instructor

Topic	Initials	Topic	Initials
Abuse, Neglect, Misappropriation	AL	Dietary and Nutrition	AL
Elder Justice Act Fact Sheet & Acknowledgement	AL	Fall Management	AL
Compliance Program and Code of Conduct Brochure	AL	Transfer/Lifts	AL
Resident Rights	AL	Fire Safety and Emergency Procedures	AL
Dignity, Respect, and Customer Service	AL	Evacuations	AL
Communicating with Residents	AL	Smoking Policy	AL
Identification of Residents	AL	Hazardous Communications	AL
Advanced Directives	AL	Skin & Wound Management	AL
Restraint Education	AL	General Infection Control Practices	AL
Trauma Informed Care	AL	Glucometer Cleaning and Disinfecting	AL
Dementia	AL	Bloodborne Pathogens	AL
Elopement and Wandering	AL	Handwashing/Hand Hygiene	AL
Documentation	AL	Standard Precautions	AL
Point Click Care (PCC)	AL	Transmission Based Precautions	AL
Computer and Electronic Communications	AL	Respiratory Protection and Fit Testing	AL
HIPAA and Confidentiality	AL	COVID-19	AL
HIPAA Acknowledgement Form	AL	QAPI (Quality Assurance/Performance Improvement)	AL

By signing below, I have received and understand the information provided to me on the above topics.

[Signature]
Student or Instructor Signature

02-10-25
Date

[Signature]
Facility Representative Signature

2/10/25
Date