

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
Facility Name

Marianita Cardona
Name of Student or Instructor

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

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

[Signature]
Student or Instructor Signature

02/10/2025
Date

[Signature]
Facility Representative Signature

2/10/25
Date