



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.

HITOP INC

Facility Name

Edilene Gonao

Name of Student or Instructor

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

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

[Signature]
Student or Instructor Signature

01/12/2025
Date

[Signature]
Facility Representative Signature

2/12/25
Date