

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

Vanessa Guzman
Name of Student or Instructor

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

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

VG
Student or Instructor Signature

02-10-25
Date

[Signature]
Facility Representative Signature

2/10/25
Date