

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.

Hitep Inc
Facility Name

Keven Salazar
Name of Student or Instructor

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

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

[Signature]
Student or Instructor Signature

2/10/25
Date

[Signature]
Facility Representative Signature

2/10/25
Date