

Student/Instructor General Orientation Checklist

Issued: 05/18/2021



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

Zonia Aviles

Name of Student or Instructor

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

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