

**New Employee Orientation Checklist**

<b>Superintendent</b>	
<i>Description</i>	
Welcome	
Resident Centered Care	
Values	
Team	
Quality	

<b>Director of Nursing</b>	
<i>Description</i>	
Team Work	
Resident Centered Care	
Secure Care System	
Commitment	

<b>Social Service Supervisor</b>	
<i>Description</i>	
Resident Rights /Advocates	

<b>Dir. of Support Services</b>	
<i>Description</i>	
Sexual Harassment	
Safety/Early Return to Work	
MSDS	

<b>Maintenance Supervisor</b>	
<i>Description</i>	
Fire and Life Safety	

<b>Food Service Manager</b>	
<i>Description</i>	
Liberalized Diet	
Meal Choices and Times	
Snacks	

<b>Laundry Supervisor</b>	
<i>Description</i>	
Handling Soiled Laundry	
Marking clothes	

<b>Housekeeping Supervisor</b>	
<i>Description</i>	
Sanitation	

<b>Infection Control</b>	
<i>Description</i>	
Exposure Control Plan	
Offer Hepatitis B Vaccine**	
<b>HIPAA Officer</b>	

\*\* Needs to be offered within 10 days of hire

<b>MPEA</b>	
<i>Description</i>	

<b>Recreation Therapist</b>	
<i>Description</i>	
Recreation Mission	

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Copy to SUPERVISOR, PERSONNEL FILE and EMPLOYEE  
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