

General Orientation to Organization

A. Superintendent:

- 1. Philosophy & Purpose
- 2. Organization Structure
- 3. Personnel performance expectations

B. Business Office:

- 1. Personnel records, procedures, vacations, sick leave

C. Director of Nursing:

- 1. Rules of conduct & treatment of residents
- 2. Attitudes and ethics
- 3. Dress code, cleanliness
- 4. Observation – reporting illness of residents
- 5. Confidentiality of information
- 6. Medical services to patients
- 7. Patient rights
- 8. Policy manuals/procedures

D. Social Services/Activities:

- 1. Resident Work Program
- 2. Designated Program Activities

E. Maintenance:

- 1. Fire Alarm System
- 2. Key Issuing
- 3. Reporting building repair needs
- 4. Parking policies
- 5. Boiler Plant
- 6. Main system shut offs
- 7. Garage & emergency generator

F. Food Service:

- 1. Function of Food Service Department
- 2. Staff meals
- 3. Patient snacks and coffee
- 4. Dining room rules
- 5. Kitchen rules

G. Housekeeping

- 1. Housekeeping duties
- 2. Relationship of duties
- 3. Cleaning chemicals