

Item	Employee Initials	Supervisor Initials	Date
Comprehensive Tour of Facility/ Orientation Includes but not limited to: a review of emergency exits, resident rooms, location of records, supplies and medications, and facility policy and procedures.			
Brief overview of Residential Care Plan			
Introduction to staff and residents			
Overview of Medication Administration (nurses)			
Breakroom and break policy			
Charting process and expectations			
Review of Emergency Procedures			
Review of House Rules			
Review of Resident Rights			

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Facility Designee Name (Print)

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Facility Designee Signature/Date)

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Clinician Name (Print)

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Clinician Signature/Date)