

# MICHESTER homecare

3845 POWDER SPRINGS RS, SUITE 102, POWDER SPRINGS GA 30127

Tel: 678-791-2696

## MANAGEMENT STAFF ORIENTATION

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_ Classification: \_\_\_\_\_

TOPICS:	Video or PAPER	COMPLETED:
COMPANY POLICY & PROCEDURE		
Job Description/Duties		
Procedures for reporting client progress and problems to supervisors		
Service Papers & Daily log		
Reporting client progress		
Procedures for handling medical emergencies and incidents		
Client Rights and responsibilities		
Reporting known exposure to TB and hepatitis.		
Code of Conduct/Dress Code		
Infection Control		
Confidentiality of Client information.		
Procedure for handling complaints		
Miscellaneous:		

Upon completion of the orientation, please signify at the bottom that you fully understand the information provided to you.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person conducting orientation

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Completion Time: \_\_\_\_\_ (Hours) \_\_\_\_\_ (Minutes)