Activity Aide Orientation

GENERATIONS

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Tour of the Facility	Administrator Activity Director			
Introduction to Facility Department Managers and Staff	Administrator Activity Director SDC			
Introduction to Residents and the President of the Resident's Council	Administrator Activity Director SDC			
Activity Supplies ▪ Inventory ▪ Organization and Storage	Administrator Activity Director SDC			
Review of Activity Policies and Procedures	Administrator Activity Director SDC			
Review of Volunteer Policy and Procedures	Administrator Activity Director SDC			
Confidentiality of Resident Information	Administrator Activity Director SDC			
Documentation: ▪ Admission Process, Assessments and Notes	Administrator Activity Director SDC			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
▪ Activity Interest Survey ▪ Documenting Resident Participation & Response Logs				
How activities are planned and scheduled ▪ Resident participation in activity planning ▪ Development of a monthly calendar ▪ Activities scheduled on days, nights and weekends	Administrator Activity Director SDC			
Safety and supervision of residents during an activity	Administrator Activity Director SDC			
Levels of Resident Activities	Administrator Activity Director SDC			
Individualized Activities	Administrator Activity Director SDC			
Group Activities	Administrator Activity Director SDC			
Intellectual Activities	Administrator Activity Director SDC			
Exercise Programs ▪ Who can participate	Administrator Activity Director SDC			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Activities for residents on Isolation	IP Nurse			
Structured Day Programs	Administrator Activity Director SDC			
Off-Site Activities ▪ Who can go ▪ How to accommodate residents ▪ Resident safety ▪ How to sign residents out of the facility for the activity	Administrator Activity Director SDC			
Complete Dementia Cares Program both Basic and Behaviors	Administrator Activity Director SDC			
Activity Programs on Closed Units	Administrator Activity Director SDC			
Hydration Cart ▪ Allowed beverages	Administrator Activity Director SDC			
Infection Control in Activities ▪ Hydration Cart ▪ Food related activities ▪ Multiple touch items used in an activity and how to sanitize ▪ Cleaning and sanitizing supplies, tables, and the	Administrator Activity Director SDC			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
environment after an activity				
Behavior Management – Think Yellow Program	Administrator Activity Director SDC			
Grievance and Complaint Procedure	Administrator Activity Director SDC			
Social Media Posting ▪ Documented resident/sponsor approvals ▪ Honoring a resident's privacy	Administrator Activity Director SDC			
In-Service Training	Administrator Activity Director SDC			
Complete the facility Transportation Training - (If applicable)	Maintenance			
Feeding Class	SDC			
Job Description	Activity Director, SDC			