



**Activity Director & Assistant Director Orientation**

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. Job Specific Orientation below.**

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Tour of the Facility	Administrator/SDC			
Introduction to Facility Department Managers and Staff	Administrator/SDC			
Introduction to Residents and the President of the Resident's Council	Administrator/SDC			
How to Staff the Activity Department & Schedule Staff	Administrator/SDC			
Activity Department Budgets - Use of Spend Down Sheets	Administrator			
Activity Supplies <ul style="list-style-type: none"> <li>▪ Inventory</li> <li>▪ Organization and Storage</li> </ul>	Administrator/SDC			
Review of Activity Policies and Procedures	Administrator/SDC			
Review of Volunteer Policy and Procedures	Administrator/SDC			
Confidentiality of Resident Information	Administrator, SDC, Activity Consultant if Required			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Documentation: <ul style="list-style-type: none"> <li>▪ Admission Process, Assessments and Notes</li> <li>▪ Activity Interest Survey</li> <li>▪ Quarterly Assessments and Notes</li> <li>▪ Completion of the MDS and RAPS</li> <li>▪ Development of the Activity Care Plan</li> <li>▪ Documenting Resident Participation &amp; Response Logs</li> </ul>	SDC  Care Plan Coordinator  Activity Consultant if required			
How activities are planned and scheduled <ul style="list-style-type: none"> <li>▪ Resident participation in activity planning</li> <li>▪ Development of a monthly calendar</li> <li>▪ Activities scheduled on days, nights and weekends</li> </ul>	Administrator, SDC  Activity Consultant if required			
Safety and supervision of residents during an activity	Administrator, SDC  Activity Consultant if required			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Levels of Resident Activities	Administrator, SDC Activity Consultant if required			
Individualized Activities	Administrator, SDC Activity Consultant if required			
Group Activities	Administrator, SDC Activity Consultant if required			
Intellectual Activities	Administrator, SDC Activity Consultant if required			
Exercise Programs ▪ Who can participate	Administrator, SDC Activity Consultant if required			
Activities for residents on Isolation	IP Nurse			
Structured Day Programs	Administrator, SDC Activity Consultant if required			
Off-Site Activities ▪ Who can go ▪ How to accommodate residents ▪ Resident safety ▪ How to sign residents out of the facility for the activity	Administrator, SDC, Activity Consultant			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Complete Dementia Cares Program both Basic and Behaviors	SDC			
Training to become the Virtual Dementia Training Liaison for All Staff in General Orientation	SDC			
Activity Programs on Closed Units	Administrator, SDC Activity Consultant if required			
Hydration Cart <ul style="list-style-type: none"> <li>▪ Allowed beverages</li> </ul>	Administrator, SDC Activity Consultant if required			
Infection Control in Activities <ul style="list-style-type: none"> <li>▪ Hydration Cart</li> <li>▪ Food related activities</li> <li>▪ Multiple touch items used in an activity and how to sanitize</li> <li>▪ Cleaning and sanitizing supplies, tables, and the environment after an activity</li> </ul>	Administrator, SDC Activity Consultant if required			
Behavior Management – Think Yellow Program	Administrator, SDC Activity Consultant if required			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Grievance and Complaint Procedure	Administrator, SDC Activity Consultant if required			
Social Media Posting <ul style="list-style-type: none"> <li>▪ Documented resident/sponsor approvals</li> <li>▪ Honoring a resident's privacy</li> </ul>	Administrator, SDC Activity Consultant if required			
In-Service Training <ul style="list-style-type: none"> <li>• Ensure employees have handouts</li> <li>• Ensure employees have supplies (pen/paper) to make notes.</li> </ul>	Administrator, SDC Activity Consultant if required			
Filing of inservices with Staff Development Coordinator	SDC			
Maintaining an area for Activity Staff to keep inservice binders.	Administrator, SDC			
Training Meetings/Seminars for the Activity Director	Administrator, SDC Activity Consultant if required			
Complete the facility Transportation	Maintenance			

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Training (If applicable)				
Feeding Class	SDC			
Activity QA	Administrator			
Job Description	Administrator, SDC			