



**Beautician and Beauty Shop Assistant
Orientation Check List**

Employee Name: _____

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
1. Review of Beauty Shop Policy and Procedures	Administrator Physician Services and Operations Policy and Procedure Manual			
2. Ordering Supplies *Hair Care Supplies *Beauty Shop Supplies	Administrator			
3. Cleaning and Sanitizing Beauty Shop: *Hair Care Products *Aprons *Chairs, Floors and Counters *Disposal of Trash	IPN/Beautician/ Housekeeping Supervisor Manufacturers Recommendations			
4. Storing Supplies: *Secured Storage for Chemicals	Administrator/ Maintenance Director			
5. Beauty Shop Equipment *Safe Use of Equipment *Storage of Equipment Not In Use	Maintenance Director Equipment Manual			

*Cleaning and Sanitizing Equipment				
6. Scheduling Residents: *First Come First Serve *Perms and Other Services that Require Extended Time	Administrator/ CC			
7. Resident Safety *Supervised Services *Allergic Reactions to Products *Monitoring Water Temperatures *Keeping Beauty Shop Secured When Not in Use *Reporting Accidents and/or Incidents	Administrator/DON/ Maintenance Director			
8. Review of State and Federal Regulations Related to Personal Care	Director of Quality Assurance			
9. Survey Process: *Survey Assignments *Survey Reports *Survey Readiness Binder	Administrator/DON			
10. Review Job Description and Sign	Administrator			

*****Orientation Checklist should be completed during the first 30 days of employment.**