



Central Supply Orientation

Employee Name: _____

A. General Orientation was completed on: _____

B. General Orientation for Nursing Service was completed on: _____

C. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
1.) Maintain count for Inventory of Nursing, Therapy and some Dietary Supplies	DON / ADON			
2.) Maintain count for Inventory of PPE (Emergency Use items)	DON / ADON			
3.) Placing weekly orders for supplies	DON / ADON			
4.) Reconciling Invoices for orders placed and received (basic math knowledge for reviewing invoices)	DON / ADON Business Office Manager			
5.) Unloading and restocking supplies	DON / ADON			
6.) Checking Crash Carts every Friday	DON / ADON			
7.) Job Description	DON/ADON			

D. CNA Skills Check Completed on: _____ (if CNA.)

(Attach skills check to this orientation.)