



**Director of Nursing/Assistant Director of Nursing
Orientation Check List**

Employee Name: _____

A. General Orientation was completed on: _____

B. General Orientation for Nursing Services completed on: _____

C. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
1. Location of Policy and Procedure Manuals	SDC/Administrator			
2. Review of Infection Prevention Process <ul style="list-style-type: none"> • Infection Tracking and Trending for Residents and Staff • State Notification of Reportable Diseases • Resident and Staff Vaccination Program • TB Program • Facility Infection Prevention Risk Assessment • COVID-!9 Testing Requirements 	IPN/SDC Infection Prevention Manual			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
<ul style="list-style-type: none"> • NSHN Tracking Requirements • Weekly IP Meeting 				
<p>3. Review of Wound Care Process</p> <ul style="list-style-type: none"> • Weekly Wound Report • Wound Care Program • Bed and Equipment Rentals • Pressure and Non-Pressure Wound Documentation • Hands on Wound Care including measurements and staging • Weekly Wound Meeting 	<p>Treatment Nurse/SDC</p> <p>Wound Care Manual</p>			
<p>4. Weekly Medicare Meeting</p> <ul style="list-style-type: none"> • Skilled Services Documentation • How to count skilled days • MDS determination of billing rate • Part A and Part B Billing Process 	<p>Therapy Team Leader/MDS/Business Office</p>			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
<ul style="list-style-type: none"> • Team Based Meetings • D/C of Skilled Services 				
<p>5. MDS Process</p> <ul style="list-style-type: none"> • Types of Assessments • ARD Dates • Documentation Required for Assessment Periods • Care Plan Implementation • Weekly Care Plan Meetings 	<p>MDS Nurse</p> <p>Nursing Policy and Procedure Manual</p>			
<p>6. Nutritional Services</p> <ul style="list-style-type: none"> • Significant Weight Loss/Gain • Monthly /Weekly/Daily Weights • Weekly Weight Meeting • IRONS Program • RD Consultant Reports 	<p>Nutritional Services Director</p> <p>Nursing Policy and Procedure Manual</p> <p>Dietary Policy and Procedure Manual</p>			
<p>7. Review of Restorative Process</p> <ul style="list-style-type: none"> • Identifying residents for Restorative Programs • FMP 	<p>Restorative Nurse</p> <p>Restorative Manual</p>			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
<ul style="list-style-type: none"> • Splints/Braces • Restraint Assessment/ • Documentation 				
<p>8. Accidents/Incidents Review</p> <ul style="list-style-type: none"> • Completing Incident Investigation • Identifying Root Cause • Summarizing Investigation • Tracking and Trending A&I's • Weekly Risk Meeting 	<p>Nurse Consultant/SDC</p> <p>Nursing Policy and Procedure Manual</p> <p>Operations Manual</p>			
<p>9. Weekly Risk Committee Meetings</p> <ol style="list-style-type: none"> I. Wound Care II. Weight Loss/Gain III. Accident and Incidents IV. Antipsychotic Medication V. Infection Prevention 	<p>Nurse Consultant</p>			
<p>10. Resident Referral Process</p> <ul style="list-style-type: none"> • Facility Capabilities • Clinical Assessment • Denial Process • Marketing 	<p>Admissions Coordinator/Nurse Consultant</p>			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
<ul style="list-style-type: none"> • On Site Assessments 				
<p>11. Pharmacy Report</p> <ul style="list-style-type: none"> • Review of Medications • GDR recommendations • Nursing Recommendations • Physician Recommendations • Medication Destruction Log • Psychoactive Medication Report • Advanced Directive Report • Antibiotic Use Report • Pharmacy Billing 	<p>Clinical Coordinator/Pharmacy Consultant</p> <p>Pharmacy Policy and Procedure Manual</p>			
<p>12. Nursing Staff Scheduling</p> <ul style="list-style-type: none"> • Posting of Direct Care Hours • Nursing Rotations • Specific Team Assignments 	<p>SDC/HR/Administrator</p>			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
<ul style="list-style-type: none"> • Holidays and Vacations • Weekend Staffing • Posting Job Openings 				
13. Morning Meeting Agenda	Administrator			
14. Facility Risk Assessment	Administrator/ Nurse Consultant			
15. Emergency Preparedness <ul style="list-style-type: none"> • Notification of Staff/Residents /Resident Representatives • Prioritizing Assignments • Managing Resources and Supplies • Tracking Staff and/or Residents • Evacuation and Relocation of Residents and Supplies. 	Administrator/ Nurse Consultant			
16. Manager on Duty	Administrator			
17. Abuse Reporting and Investigation <ul style="list-style-type: none"> • On Line Reporting of Allegations of Abuse 	Administrator/Nurse Consultant Nursing Policy and Procedure Manual			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
<ul style="list-style-type: none"> • Law Enforcement Involvement • Interviewing Witnesses • Summarizing Findings • 5 day Report Uploading • Tracking and Trending 	Operations Manual			
<p>18. Risk Management/QIAs</p> <ul style="list-style-type: none"> • Identifying Risk Factors • Facility Risk Assessment • Root Cause Analysis • Risk Management Reporting • Completing a QIA form 	Nurse Consultant			
<p>19. Corporate TQI Report</p> <ul style="list-style-type: none"> • Benchmarks • Gathering Data • Identifying areas for improvement 	Nurse Consultant			
<p>20. Weekly DON Report</p> <ul style="list-style-type: none"> • Gathering Data 	Nurse Consultant			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
21. Review of State and Federal Regulations for LTC	Nurse Consultant Guidance for LTC Surveyors ADPH State Rules for LTC			
22. Survey Process <ul style="list-style-type: none"> • Survey Readiness Book • Census and Condition Report and Resident Matrix • Survey Assignments • Plan of Correction 	Administrator/Nurse Consultant			
23. Introduction to Medical Director, CRNP, Pharmacy Consultant, RD Consultant	Administrator/Clinical Coordinator			
24. Ethics Committee <ul style="list-style-type: none"> • Purpose of Ethics Committee • Initiating Ethics Committee • Committee Members 	Nurse Consultant			
25. Nursing Budgets <ul style="list-style-type: none"> • Staffing Budgets • Nursing Supply Budgets • Nursing Education Budgets 	Administrator			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
26. Quallis Medicaid Reviews <ul style="list-style-type: none"> • Gathering and Reviewing Documentation • Deadlines for Reviews • Uploading Reviews 	Nurse Consultant			
27. Medical Record Reviews for Payment <ul style="list-style-type: none"> • Gathering and Reviewing Documentation • Uploading/Mail-ing Documentation 	Director of Quality Assurance			
28. Job Description	Director of Quality Assurance			

D. Nursing Skills Check Completed on: _____

(Attach skills check to this orientation.)