



**Resident Care Assessment
Orientation Check List**

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 Completed
1. Review of Open Chart Order	Medical Records Manual			
2. Preparing New Charts for Admissions/Readmissions	Medical Records/CC/RCA			
3. Flagging Physician Orders to be signed--- Including Telephone and Verbal Orders	CC/RCA/Medical Records			
4. Identifying Medicare A and Simpra Skilled Care Charts	CC/RCA			
5. Thinning Medical Record	Medical Records Manual			
6. End of Month Change over and filing of documents	Medical Records/CC/ RCA			
7. Forms for each Discipline	Medical Records			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
8. Recording meal and snack intake, fluid intake and supplements	Dietary Clinical Nurse/ CC/RCA			
9. Recording Monthly and Weekly Weights	Dietary Clinical Nurse/ CC/RCA Weight Recording Policy			
10. Recording Vital Signs	CC/RCA			
11. Forms for Resident Transfer	CC/RCA/ Medical Records			
12. Forms for Resident Discharge	CC/RCA/Medical Records			
13. Ice Pass	CC/RCA			
14. Resident Smoke Break	CC/RCA			
15. Review of Monthly ADLs	CC/RCA			
16. Job Description				

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

(Attach skills check to this orientation.)