** Staff Development Coordinator**

**Nursing Assistant Trainer Orientation**

**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. Review of following Policy and Procedure Manuals:  * Nursing Policy and Procedures * Physician Services and Operations Policy and Procedures * Restorative Policy and Procedure Manual * Infection Prevention Policy and Procedures * Wound Care Policy and Procedures * HR Policy and Procedures | DON/  Administrator/CC/  Restorative Nurse/IPN/  TX Nurse/HR Director |  |  |  |
| 1. General Orientation:  * Preparing for General Orientation * General Orientation Schedule * Notifying Instructors of General Orientation Schedule * General Orientation Employee Manual * General Orientation Checklist * HR New Hire Checklist | Nurse Quality Advisor / DON/SDC/  Administrator/HR Director |  |  |  |
| 1. Review the following Job Specific Orientation Forms:  * Licensed Nurses * CNAs * Restorative CNAs * Clinical Coordinators * Team Leader * Restorative Nurse * Treatment Nurse * Infection Prevention Nurse * MDS/Care Plan Coordinator | Nurse Quality Advisor/ DON/SDC |  |  |  |
| 1. Staff Vaccination Program:  * TB Skin Testing/Assessment * Hepatitis B Vaccination * COVID 19 Vaccination * Annual Influenza Vaccination | IPN/ Nurse Quality Advisor |  |  |  |
| 1. Staff Education:  * Job Specific Orientation * Annual Training Calendar * Relias System * Annual Skills Fair * Compliance Rounds to Identify Staff Education Needs * Documenting and Recording Staff Education | Nurse Quality Advisor/DON/SDC |  |  |  |
| 1. Nursing Assistant Training Program:  * Qualifications * On-line Resources * Preparing for Classes * Preparing for Clinical Labs * Preparing for on-site Clinicals * Scheduling written and skills testing * Maintaining Documentation/Class Records | Nurse Quality Advisor/DON/SDC  How to Be a Nursing Assistant Textbook and Workbook |  |  |  |
| 1. Feeding Assistant Training Program:  * Qualifications * Preparing Materials for Classroom * Preparing for Skills Checkoffs * Scheduling written and skills testing * Scheduling Annual Skills Checkoffs. * Maintaining Documentation/Class Records | Nurse Quality Advisor/DON/ SDC  Assisted Dining: The Role and Skills of Feeding Assistants  DETA DVD Series |  |  |  |
| 1. CNA Mentoring Program:  * Overview of the Program * Selecting a CNA Mentor * Pairing a Mentor with a New Hire * Mentoring Forms and Evaluation * Annual Evaluation of Mentor Program | Nurse Quality Advisor/DON/SDC  CNA Mentor Handbook |  |  |  |
| 1. New Hire Process:  * Posting Open Positions * Setting Up Interviews * Interviewing Applicants * Drug Screening and Background Checks * Reference Checks * General Orientation * Job Specific Orientation * Documentation and Record Keeping | HR Director/  Administrator/  DON |  |  |  |
| 1. QA/QAPI Process  * Reports for QA * TQI Report * PIP Process | QA Coordinator/Nurse Quality Advisor  QA Policy and Procedure Manual |  |  |  |
| 1. Review of State and Federal Regulations related to Staff Education & Training Programs | Director of Quality Assurance |  |  |  |
| 1. Survey Process:  * Survey Assignments * Survey Reports * Survey Readiness Binder | Administrator/  DON |  |  |  |
| 1. Manager of the Day Duties | Administrator |  |  |  |
| 1. Job Description | DON/ADON |  |  |  |

**D. Nursing Skills Check Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Attach skills check to this orientation.)*