** 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/SDCHow 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/ SDCAssisted 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/SDCCNA 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 AdvisorQA 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.)*