



## WEEKEND MANAGER ORIENTATION

**Employee Name:** \_\_\_\_\_

**ELIGIBILITY Requirements must be met:**

1. Must have worked in the facility for a minimum of 6 months in their respective position, or,
2. Has at least 1 year of experience in health care management including direct supervision of staff and has worked in their hired position in the facility for at least 90 days.
3. Must hold one of the following positions:
  - Administrator
  - Assistant Administrator
  - Director of Nursing
  - Assistant Director of Nursing
  - Director of Social Services
  - Director of Activities
  - Director of Clinical Nutrition Services (previously identified as Clinical Dietary)
  - Business Office Manager
  - Human Resources/Payroll Clerk
  - Health Information Manager (unless the position is held by a nurse)

Criteria	Information Source	Employee Signature	Instructor Signature	Date
<i>Eligibility requirement above has been met.</i>	<i>Review of current personnel file.</i>	N/A		
1. Shadows with a Weekend Manager for 2 Days	Scheduled by the Administrator:  <hr style="width: 100%; border: 1px solid black;"/>  <hr style="width: 100%; border: 1px solid black;"/>  Scheduled Dates <i>and</i> Name of Weekend Manager			
2. How to assess staffing for the day.	Administrator/DON			

How to reassign duties if necessary.				
3. How and where to post Weekend Manager on Duty	Administrator			
4. How to provide a facility tour if required.	Administrator			
5. Greeting residents, staff, families and visitors.	Administrator			
6. Providing Hospitality Services to Families and Visitors  Where hospitality service items are located in the facility.	Administrator			
7. How to handle a Grievance and/or Complaint. Review of the process.	Administrator			
8. Where <u>Grievance Forms</u> are located, how to complete.	Administrator			
9. Review the Abuse Reporting guidelines with time schedules. Report any and all potential issues to the facility Administrator or DON immediately.	Administrator			
10. How to conduct facility compliance rounds.	Administrator			
11. How to complete the <u>Weekend Manager Form</u> for each day worked.	Administrator			
12. Who to call should problems arise in the facility. Where contact	Administrator			

information is located.				
13. How to manage: <ul style="list-style-type: none"> <li>• Callouts</li> <li>• Hospital Transfers</li> </ul>	Administrator/DON			
14. Weekend manager is to be assessable to residents, staff, families and visitors at all times.	Administrator			

Other: \_\_\_\_\_

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June 2022