

Employee File Checklist

Heather Nicholas

Employee Name: _____

Performance File

- Employment Application
- Copy of Employee Contract
- Copies of professional registration or certificates
- Police Reference Check copy of Receipt Mar 15/14
- Employment reference checks and authorization
- Probationary Review / Performance Appraisals
- Documentation regarding performance
- Confidentiality of Resident Information Form
- Computer Resource Guidelines
- Employee Attendance Record
- Incident Reports not related to employee health
- Orientation Checklist Day 1 Day 2
- Inservice Quizzes (dated and signed) RC
- WHMIS
- Abuse Policy
- Fire Safety Policy
- Back Care / Zero Lift Policy
- Resident Bill of Rights
- Enteric Surveillance / Infection Control Policy
- Workplace Violence, H+S Quiz

File with most recent documentation to the front of file

GENERAL ORIENTATION PLAN DAY 1 - ALL STAFF

STAFF NAME:

Heather Nicholas

DOC

DATE: *March 18/17*

Date/Time	Topic	Resource	Facilitator	Facilitator Signature	Staff Signature
0900-0915	Intro/Sharing	Ice Breaker of Choice	Volunteer Services	<i>[Signature]</i>	<i>[Signature]</i>
0915-0930	Mission/Vision/Values Home and HIS	Booklet	RFSC	<i>[Signature]</i>	<i>[Signature]</i>
0930-0945	Resident Rights	Booklet Handout <i>Resident's Rights - You Tube (10 Minutes) - access thru OLTCG</i>	RFSC	<i>[Signature]</i>	<i>[Signature]</i>
0945-1000	Confidentiality	Confidentiality Form Sign Off	RFSC	<i>[Signature]</i>	<i>[Signature]</i>
1000-1015	Meet and Greet Coffee	Introduce Role and Department	All Managers		
1015-1030	Continuous Quality Improvement	Facility QI Plan Review	All Managers	<i>[Signature]</i>	<i>[Signature]</i>
1030-1100	Concerns/Complaints Duty to Report Section 24 Whistle Blower Protection Section 26	Customer Service/Complaint Resolution Power Point (shared drive under customer service) P&P	Administrator	<i>[Signature]</i>	<i>[Signature]</i>
1100-1120	Restraint Minimization	Least Restraint Pamphlet <i>Minimization of Restraints - You Tube (16 min) OLTCG</i>	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1120-1200	Zero Tolerance for Abuse Abuse Recognition and Prevention	Pamphlet Policy and Sign-Off <i>I is I Too Many</i>	DOC	<i>[Signature]</i>	<i>[Signature]</i>
1200-1215	Back Care/ MSD Prevention	Safety Talk Quiz	Restorative Care	<i>[Signature]</i>	<i>[Signature]</i>
1215-1245	Lunch				
1245-1330	Fire Prevention and Response	<i>Every Second Counts</i> Video Quiz Power Point (correct and make home specific)	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1330-1345	Other Emergency Response Protocols Including Evacuation	Table of Contents Fire and Disaster Manual Code Responses	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1345-1415	Health and Safety Tour of Home	-Fire Safety -First Aids Station -MSDS (WHMIS) -Eye Wash Stations	ESS	<i>[Signature]</i>	<i>[Signature]</i>
1415-1445	Infection Control- Hand Hygiene, Modes of Transmission, Cleaning and Disinfection	<i>Intro to Just Clean Your Hands (9 min)</i> JCYH Program Table of Contents Infection Control Manual 4 Moments of Hand Hygiene Pocket Card Power Point	Co-DOC	<i>[Signature]</i>	<i>[Signature]</i>
1445-1515	PPE Use And Fit Testing TB Testing	Fit Test PPE Don/Doff <i>The Grand Prix of PPE</i> Quiz	Co-DOC/Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1515-1530	Break				
1530-1600	WHMIS	WHMIS Booklet You Safety Net Quiz in Back Review workplace label, MSDS and containers -- hands on	ESS/ Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1600-1630	Violence Prevention including Responsive Behaviour Review	Workplace Violence Prevention Power Point <i>Workplace Violence Prevention</i> Quiz	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1630-1700	Health and Safety Review and Quiz	Table of Contents of Health and Safety Manual P&P in Booklet Quiz	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>

GENERAL ORIENTATION PLAN DAY TWO - DIRECT CARE STAFF

STAFF NAME

Heather Nicholas

DATE:

March 19/14

Date/Time	Focus	Resource	Facilitator	Facilitator Signature	Staff Signature
0900-0915	Review/Questions from Day 1		Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
0915-0945	Payroll/Scheduling		Scheduling Coordinator Admin Assist	<i>[Signature]</i>	<i>[Signature]</i>
0945-1100	HR Review Attendance Awareness	General Section P&P Confirmation of Understanding Criminal Reference Check Computer guidelines Harassment Social Media Sign off Employee Booklet	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
1100-1115	Break				
1115-1130	Dining Room Service	Power Point Copy of DR Audit	FSS/Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1130-1145	Eating Assistance	<i>EATING ASSISTANCE, ENCOURAGING PARTICIPATION</i>	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1145-1200	Pain Management and Palliative Care	Power Point BP Blogger - Pain Issue	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1200-1220	Dementia Care Including Responsive Behaviours	<i>Managing and Accommodating Responsive Behaviours in Dementia Care Chapter 3, 4, 5, 8 (10 min)</i> BP Blogger - Dementia Care Issue Registered Staff Only - "Tool on the Assessment and Treatment of Behavioural Symptoms of Older Adults Living in Long Term Care Facilities" from ccsmh.ca	Staff Educator	<i>[Signature]</i>	<i>[Signature]</i>
1220-1250	Lunch				
1250-1320	Continence Care Bowel Management Skin and Wound Care	BP Blogger The Skin Care Issue Power Point	CO-DOC		<i>[Signature]</i>
1320-1350	Falls Prevention and Management Restraint/PASD	Power Point Falls Prevention Power Point Restraint Minimization and Monitoring (pending)	CO-DOC Restorative Care		<i>[Signature]</i>
1350-1430	Mechanical Lifts and Transfers Wheelchair Care (including cleaning) and Repair	Hands-on Lift Lift/Transfer Skills and Support Pre-start Checklist - review Wheelchair Service Book	CO-DOC Restorative Care		<i>[Signature]</i>
1430-1500	Documentation	Point Click Care and Point of Care Demo and Passwords	Staff Educator		<i>[Signature]</i>
1500-1515	Break				
1515-1700	Restorative Nursing Care	Power Point and Quiz	Staff Educator		
1700	Evaluation	Complete evaluation form and			