



WASHINGTON
CENTER

ADULT DAY CARE

GENERAL ORIENTATION PROGRAM

General Orientation Schedule

<ul style="list-style-type: none">❖ Introduction/Welcome<ul style="list-style-type: none">○ Mission Statement○ Facility Map (facility will supply)○ Facility Organizational Chart- (key staff and facility will supply)○ Employee Job description
<ul style="list-style-type: none">❖ Understanding Abuse, Neglect and Mistreatment, Exploitation & Reporting
<ul style="list-style-type: none">❖ Resident rights,❖ Customer Service,❖ Cultural Diversity
<ul style="list-style-type: none">❖ Fire Safety-Workplace Safety❖ Disaster Plan❖ OSHA❖ Safety Management❖ Building Specific Codes and Identifiers❖ Elopement❖ Emergency procedures
<ul style="list-style-type: none">❖ Infection Control<ul style="list-style-type: none">❖ Standard Precaution❖ Handwashing❖ Blood Exposure❖ Blood Pathogen Diseases❖ Environment❖ Linen❖ Isolation❖ Immunization
<ul style="list-style-type: none">❖ Corporate Compliance<ul style="list-style-type: none">○ Cultural Diversity○ Code of Conduct to include Social Media○ Use of Cell phone○ HIPPA○ ID's Uniforms, Time Clock○ Employee Handbook
<ul style="list-style-type: none">❖ Aging Process/Needs of the Older Adult-Cognitive Impairment❖ Care for patients with Dementia

Employee Name:
Employee Signature:

Instructor Name:
Date: