

**Mission Mountain Enterprises, Inc  
Orientation to Work Site**

Employee: \_\_\_\_\_ Facility: \_\_\_\_\_

Trainer: \_\_\_\_\_ Start Date: \_\_\_\_\_

**INITIALS**  
Staff                  Trainer

<b>WITH IN 7 DAYS</b>	<b>Familiarization w/residents:</b>		
	Introduction to residents		
	Meet the needs of the residents with care, supervision and training skills	_____	_____
	<b>Home Rules:</b>		
	Schedule - location and reading it.		
	Meetings - schedule and requirement to attend		
	Location of Communication sources - mailbox, bulletin brd		
	Operation of appliances and equipment		
	Location of Policy and Procedure manual	_____	_____
	Appropriate Dress		
<b>Behavior Deceleration:</b>			
Limitation of authority and principal measure of accountability			
Knowledge of tactfully dealing with residents, relative, guardians, & visitors			
MANDT training	_____	_____	
<b>Client Medical Concerns:</b>			
Knowledge of where individual residents books are located	_____	_____	
<b>Emergency Procedures:</b>			
Location of communication sources & conducting of Drills			
Elements for safety - fire equipment/fire alarms - escape routes	_____	_____	
No return of client or missing client procedures			

<b>WITH IN 30 DAYS</b>	<b>Familiarization w/residents:</b>		
	Residents w/personal hygiene and special bathing procedures		
	Review and Observe residents with alternative communication devices		
	Meeting resident needs thru care, supervision, & training:	_____	_____
	<b>Philosophy, Org. Policies, programs, practices, goals: Orientation</b>		
	<b>Emergency Procedures, First Aid, Accident prevention:</b>		
	Knowledge & use of appliances and equipment in facility	_____	_____
	<b>Normalization Principal Implementation: Orientation</b>		
	<b>Attaining competence in necessary areas</b>		
	Shadow or mentor program to be used	_____	_____
<b>Duties, responsibility, limitations, measures of accountability</b>			
Discuss menu location, substitutions and special diet needs per resident			
Facility & residents petty cash and personal money			
Corporation charges, requisition, receipts	_____	_____	
<b>Resident rights - Orientation</b>			
<b>Aversion &amp; deprivation procedure - Orientation</b>	_____	_____	

SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\*First 2-3 Days of Orientation to New Facility**

Deb Unruh - Licensing Surveyor reviewed 5/8/09

**Mission Mountain Enterprises, Inc  
Orientation to Work Site (within 30 days)**

**Employee:** \_\_\_\_\_ **Facility:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Familiarization w/residents:**

Residents w/personal hygiene and special bathing procedures  
Review and Observe residents with alternative communication devices

**Philosophy, Org. Policies, programs, practices, goals:**

Knowledge of where Policy & Procedure Manual is located

**Emergency Procedures, First Aid, Accident prevention:**

Knowledge & use of appliances and equipment in facility

**Normalization Principal Implementation:**

Leisure and recreation time

**Tact & Knowledge to deal w/residents, guardians, visitors, etc.:**

**Meeting resident needs thru care, supervision, & training:**

**Attaining competence in necessary areas**

Shadow or mentor program to be used

**Duties, responsibility, limitations, measures of accountability**

Discuss menu location, substitutions and special diet needs per resident  
Facility & residents petty cash and personal money  
Corporation charges, requisition, receipts

**Resident rights**

**Aversion & deprivation procedure**