

New Staff Orientation Checklist Example

(Employee and Supervisor Initial and Date when Each Topic is Completed)

Intro to the Activity Department

1. Definition of Activities
2. Purpose and Procedure of Activities
3. Orientation to the Activity Calendar
4. Location of Activity Supplies
5. Logging into Activity Connection
6. Logging into the Activities Gmail Account
7. Other log-in information

Activity Facilitation

1. Planning Programs
2. Setting Up
3. Gathering Residents
4. Process (Introduce, Interact, Integrate)
5. Managing Behaviors and Adapting Activities
6. Documenting Activities Participation
7. Cleaning Up

Care Planning

1. Care Planning Definitions
2. Location of Care Planning Forms
3. How to Read and Complete Initial Assessments
4. How to Read and Complete Progress Notes
5. How to Read and Complete Care Plans
6. How to Read and Complete Quarterly Notes
7. Monthly Activities Care Meetings

Special Activities

1. Parties
2. Outings and Trips
3. Technology Based Activities
4. Instructors and Entertainers
5. Walking Club
6. One-to-Ones
7. Activity Boxes

Other Departmental Procedures/Policies

1. Attendance Policy
2. Vacation Policy
3. Safety and Sanitation Policies
4. Self-Determination Policies
5. Residents' Rights
6. In-Services
7. Activity Assistant Certification

Employee/Supervisor Comments:

Employee Signature & Date:

Supervisor Signature & Date:
