



Alberta Professional Services

3107 S. Elm Eugene St.

Greensboro, NC 27406

## Orientation Checklist

Staff Name: \_\_\_\_\_

Orientation Topic	Date/Supervisor's Initials
Job Description (Basic Job Duties and Responsibilities)	_____
Personnel Manual	_____
Residential Services Manual	_____
Program Philosophy	_____
Albertacare.com & employee resources	_____
Cultural Competency Plan	_____
Client Specific Service Needs	_____
OSHA Preventing Disease Transmission	_____
HIPAA (Privacy Issues)	_____
Training Expectations/ Requirements	_____
Program Schedules	_____
Daily Documentation Requirements	_____
Emergency Procedures/Incident Reporting	_____
Strategic Planning	_____
Risk Management Plan	_____
Other (Specify)	_____