



<b>Name of Policy</b>	<b>Orientation Program</b>	<b>Number 5.5.2.8.4</b>
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<b>Policy Statement:</b>	Provides a process for the orientation of new employees and contractors.
<b>Procedure:</b>	All Care at Home employees and contractors will receive an orientation within the first 90 days of employment. The orientation will include but not be limited to the following:
5.8.3.1	<ul style="list-style-type: none"> <li>• Organizational structure of the agency</li> </ul>
5.8.3.2	<ul style="list-style-type: none"> <li>• Agency patient care policies and procedures</li> </ul>
5.8.3.3	<ul style="list-style-type: none"> <li>• Philosophy of patient care</li> </ul>
5.8.3.4	<ul style="list-style-type: none"> <li>• Description of patient population and geographic location served</li> </ul>
5.8.3.5	<ul style="list-style-type: none"> <li>• Patient rights</li> </ul>
5.8.3.6	<ul style="list-style-type: none"> <li>• Agency personnel and administrative policies</li> </ul>
5.8.3.7	<ul style="list-style-type: none"> <li>• Job Description</li> </ul>
5.8.3.8	<ul style="list-style-type: none"> <li>• Disaster Preparedness</li> </ul>
5.8.3.9	<ul style="list-style-type: none"> <li>• Applicable state regulations governing the delivery of home health care services</li> </ul>
	<ul style="list-style-type: none"> <li>• See 5.8.3</li> </ul>

<b>Signature:</b>	<b>Name:</b>	<b>Review Date:</b>
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