FAMILY AND FRIENDS  Home Care, LLT	Title: Employee Handbook		Page: 1 of 1
		Training	Date: January 31, 2017
	Policy: 2.6.1	Office Orientation	Replaces: April 11, 2015

- 2.6.1.1 **Family & Friends Home Care, LLP** office staff will manage and track all employees' orientation process from, and ensure the employee completes Orientation.
- 2.6.1.2 The Internal Office Orientation for RN/LPN/CNA/Caregiver Orientation include: These are a Non Payable tasks, regardless if they are completed in 1 or more days.
  - Humane Resource Form Documentation Review of Employee Employment Forms Payroll Forms
  - Company Orientation
     Employee Handbook
     Agency Policies and Procedure
  - Documentation Training (CNA/Caregivers only)
  - Competency Skills Test
  - RN conduct an skills assessment and sign off that the employee is efficient to provide care
- 2.6.1.3 The External Orientation for CNA/Caregiver Orientation include: These tasks are payable
  - The employee must shadow 2 different CNAs on (2) shifts (no more than 4 hours total for both shifts)
  - ClearCare Health System Training for Caregivers or Nurses (as applicable)
- 2.6.1.4 The Internal Office Orientation for Office Staff Orientation include:
  - Humane Resource Form Documentation Review of Employee Employment Forms Payroll Forms
  - Company Orientation
     Employee Handbook

Agency Policies and Procedure

- ClearCare Health System Training for Office staff
- 2.6.1.5 No employee will be paid during Internal Orientation and will only be paid for four (4) hours of shadowing total, unless approved by the COO or CEO.
- 2.6.1.6 <u>All employees</u> Orientation Checklist must be completed before the end of their probationary period or the employee will remain on probation.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel Reviewed by Executive Board and approved by the Board 1/31/17 Reviewed by Compliance Officer and approved 1/25/17 All previous versions are obsolete