

## **Attendant Agency Orientation Checklist**

### **Topics Covered in Agency Orientation:**

1. Agency Mission Statement
2. Overview of the Attendant Position
3. Goals of Care
4. Professional Conduct
5. Effective Communication with Clients
6. HIPAA and Confidentiality
7. Rights and Responsibilities of the Elderly
8. Documentation and Other Miscellaneous Guidelines
9. Scheduling Visits and How to Navigate Refused or Missed Visits
10. Personal Safety
11. Equipment Safety
12. Oxygen Safety
13. Fire Safety
14. Bathroom Safety
15. Body Mechanics
16. Guidelines to Call 911 or On-Call Pager
17. Abuse and Neglect
18. Cultural Diversity
19. Sexual Harassment

### **By signing below, I certify that:**

I have received, read, and understand the policies and procedures given to me. I have received, read, and understand any additional material provided including my job description, and any other self-study materials. I agree to have any questions clarified. I understand and agree to follow these policies, procedures, and guidelines.

Printed Name:

Signature:

Date: