

SUB ACUTE CARE ORIENTATION CHECKLIST
POSITION: RESPIRATORY THERAPY FIELD STAFF

Orientation Topic	Completion Date	Trainee Initials	Trainer Initials	Comments
Review of Key Responsibility Areas (KRA)				
Brief overview of the LTC Industry				
Review of LTC Policy and Procedure Manual (Includes review of HIPAA Guidelines and PEL Policy)				
Review of LTC Paperwork and Forms used in Division				
Review of Time Off Request Procedure				
Review of Billing procedures and contacts				
Review of Inventory Control Policy and Procedure				
Overview of Equipment Maintenance Policy and Procedures with return demonstration (Trainee must have completed skill verification sheet signed off by Matt and/or designate)				
Overview of Trachs, Trach Care and Suctioning (Required items to complete include In-service with Trainer, observation of trach changes and return demonstration. All must be completed PRIOR to individual performing this independently)				
Field Staff Shadowing (will spend at least 8 hrs with staff to watch new pt set ups and observe services provided to facilities. This may be completed on more than 1 day and with more than 1 current PEL LTC Field Staff member)				
Overview of In-Service Education (Required items to complete include observation of In-Service by Trainer and return demonstration PRIOR to individual performing this independently)				
Supply Bag and contents given to employee (Requires sign out sheet be completed by Warehouse)				
IPAD given to employee (Requires Agreement to be signed and returned to Manager)				
Insticomm Training Completed (Requires sign off on Insticomm training sheet and returned to Manger)				

****PEL employee (Trainee) must keep this Orientation Checklist with them throughout the Training Period and when completed, return to LTC Manager with all pertinent documentation relevant to the orientation for their employee file****

NAME : _____

DIVISION : _____ MANAGER : _____