

Home Health Orientation Checklist RN

Employee Name: _____

Employee ID #: _____

Nurse Administrator/Manager: _____

Hire Date: _____

Instructions:

1. Work with your educator, manager and your performance coach to compete these competencies.
2. Once all skills are passed-off, employee must sign the **Declaration of Competency** at the bottom of the form.
3. Scan and email a copy of the completed orientation checklist to learning@imail.org to record completion. Original to manager.

Competency	Competency Verification	
	Date verified	Initials
1. Assessment: Demonstrates how to perform age-appropriate physical, psychosocial, and developmental assessments. Able to identify changes from the baseline assessment. Documents finds appropriately.		
2. Pain Assessment: Demonstrates how to assess pain using the appropriate pain scale. Establishes a proper pain goal. Identifies risks, complications, cultural diversity and documents properly.		
3. Patient Education: Demonstrates ability to provide appropriate patient education. Uses teach back, return demonstrations, and approved patient teaching handouts. Sits with the patient when appropriate.		
4. Medication Management: Performs and documents a complete and timely medication orders per standard works. Assesses compliance with drug regime. Contacts physician as needed. Provides appropriate patient education. Identifies and addresses hazardous drugs. Asks questions about changes in drug regime with each visit. Informs case manager of changed or new medications discovered in home.		
5. Infection Control: Demonstrates standard precautions and requirements for hand hygiene. Demonstrates use of Personal Protective Equipment.		
6. Labs: Demonstrates proper lab draws, paper work, and charting. Verbalize drop off locations, safe handling of bio-hazard material and proper delivery of samples to lab.		
7. Fall Risk: Performs Fall Risk Assessments including the MAHC 10, identifies safety precautions/transfer techniques. Develops, implements and documents fall risk prevention program for each patient at risk.		
8. Safe Patient Handling: Demonstrates and/or verbalize how to safely handle and move patients, and indication(s) for use of equipment. Demonstrates proper transfer using a gait belt, transfer board, transfer sheet, and mechanical lift.		
9. Skin Care: Demonstrates skin assessment (including Braden), wound care and wound prevention. Identifies patients at risk for skin breakdown. Demonstrates proper documentation of skin assessment.		
10. Infusion Therapy: Demonstrates assessment and care of a patient receiving infusion therapy. Includes: Central Line dressing change, Central Line securement and removal, Implanted Port access and de-access, use of the homecare Infusion Pumps (SPO- Programmable Infusion Pump for Homecare LMS# 141423).		
11. Hazardous Drug: Demonstrates assessment and care of a patient receiving hazardous drugs. Includes use of proper precautions, protective equipment, closed system devices, and proper disposal of medical wastes.		
12. Communication: Demonstrates appropriate handoffs to team members. Proper use of SBAR when communicating with physicians. Charts point of care in a correct and timely fashion.		
13. Routine Visit: Demonstrates compliance with the Standard Works for this visit type. Demonstrates efficient time management, ability to identify and address patient issues, executes plan of care, and point of care charting.		

Employee: _____

Employee ID#: _____

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14. Non-Admit First Visit: Demonstrates compliance with the Standard Works for this visit type. Demonstrates efficient time management, ability to identify and address patient issues, and proper charting.		
15. CNA Supervision: Demonstrates proper supervisory visits in a timely fashion. Documents supervision appropriately. Creates and maintains appropriate aide delegation forms in the patient's chart.		
16. Plan of Care: Demonstrates ability to assess changes in the patient's condition that require revision. Communicates with case manager. Uses proper charting of communication regarding plan of care.		
17. Patient Care Coordination/Case Management: Demonstrates visit nurse role in care coordination process with case manager. Coordinates and communicates with other team members properly. Documents communications correctly.		
18. Parenteral Nutrition: Demonstrates order verification, lab monitoring, set-up and maintenance of TPN/ Lipids. Provides complete patient care. Documents interventions correctly.		
19. Wound VAC: Demonstrates appropriate assessment and management of wound VACs. Provides complete patient care. Documents interventions correctly.		
20. Compression Wrap: Demonstrates appropriate assessment and application of compression wraps. Provides complete patient care. Documents interventions correctly.		
21. PT/INR: Demonstrate procedure for obtaining bedside PT/INR labs, interpreting, reporting results, and updating medications and orders as needed. (SPO-CoaguChek XS Meter LMS# 141423)		
22. Shared Visit: Complete a shared visit with your office leader.		

The following signatures confirm that this employee has received the training indicated and demonstrated the above skills.

Manager Name (Print) _____ **Credentials** _____

Signature _____ **Initials** _____

Evaluator Name (Print) _____ **Credentials** _____

Signature _____ **Initials** _____

Evaluator Name (Print) _____ **Credentials** _____

Signature _____ **Initials** _____

Declaration of Competency

I have completed this orientation and was provided with the opportunity to ask questions and clarify my understanding. I am now competent to perform my job. I understand that I am accountable for being compliant with regulations and policies. I will not perform skills for which I have not received adequate training. If I need further assistance with performance of my job, I will request assistance from my manager.

Employee Signature _____ **Date** _____