

Orientation Checklist for Contract Staff

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| <p>I) Introduction
HIPAA/Confidentiality
Safety
Emergency Preparedness
Compliance Program</p> | <p>IV) General Policies & Procedures
Patient Supplies
Patient Durable Medical Equipment
Hospice Agency Paperwork
Schedules/Timeframes</p> |
| <p>II) Exposure Control/Standard Precautions
Patient Care Responsibilities
Standard Precautions/OSHA/Hazardous Waste/Infection Control
Risk management/Medical Device Act</p> | <p>V) Clinical
Agency Policy & Procedures
Abuse, Neglect Exploitation & Reporting
Patient Care Responsibilities
Coordination of care
Hospice philosophy</p> |
| <p>III) Human Resource Policies
Non-discrimination Policy
Illegal Remuneration
Fraud and Abuse
TB Program (according to policy)</p> | |

Confidentiality: Due to the nature of our work, each contract staff will gain, directly or indirectly, sensitive and confidential information on clients/patients and staff members. The health care professional safeguards the client's right to privacy by judiciously protecting information of a confidential nature including medical treatment information, diagnosis, medical records, personal patient information, etc. This information should be shared only with those persons who, due to their position, have a need to know. Sensitive or confidential information must never be used as the basis for social conversation or gossip. If in doubt as to whether or not certain information may be shared, s/he should consult with their supervisor.

I acknowledge that I have read, understand and will comply with all applicable agency policies.

Contract Staff Signature

Date