



New Team Member General Orientation Agenda

Presenter	Topics Covered
	Payroll Processes: <ul style="list-style-type: none"> - Reporting Absences - Using Time Clock - Requesting Paid Time Off Benefits: <ul style="list-style-type: none"> - Eligibility - Qualifying Events - Paid Time Off Leaves of Absences Performance Evaluations Relias Training Work Place Injuries
Addison Glassburn, Recreational Therapist	TR and Activity Programming and Outings
Shannon Cantwell, Environmental Services Director	Overview of Department and Services MSDS Sheets Maintenance Department Overview TELS Program/Submitting Maintenance Requests After Hours Assistance Safety Committee and Safety Programs Emergency Plans and Drills Standard Precautions
Ellie Woods, Director of Rehabilitation/MDS Coordinator	Rehabilitation Programs MDS and Documentation Restorative Programs Safe Lifting
Megan Budimlija, Business Office Manager	Office Processes Resident Programs POP Banking

Carol O'Brien, Certified Dietary Manager	Dietary Programs Team Member Lunches
Jennifer Wallgren, Director of Nursing	Introduction Nursing Best Practices Communication IDPH Basics Documentation Infection Control COVID Regulations and Procedures Wound Care Inventory TB Testing UTI Prevention
Priscilla Reiling, Certified Mandt Instructor	Mandt Training Basics
Sheila Huizenga, Administrator	Overview of Admissions Process Marketing Abuse and Neglect Resident Rights Staff Socialization Policy Social Media PCC Internet and Personal Device Usage

I confirm I have received the above training and Winning Wheels, Inc. policies:

Team Member Name Printed

Signature

Date

Team Member Orientation Evaluation

We truly value open and honest communication! We constantly strive to be a great place to work. As a new team member, you have a valuable perspective and we would appreciate your input.

Area to Review	Yes	No	Comments
I felt my interview and orientation process adequately prepared me for my position.			
I felt supported during the orientation process.			
I understand the employment benefits available with the organization.			
I know how to access information I need or where to go if I have questions.			
I am proud to work for Winning Wheels, Inc.			
Please list any suggestions, ideas or input you have!			

Winning Wheels, Inc. - New Employee Safety Orientation

EVALUATION OF JOB PERFORMANCE

- A certain percent of your performance is based on safety
- Safety Committee, and Staff involvement in the Safety Program
- How to voice or report a Safety Concern
- Inservice Attendance / Policy – requires signature
- Loss Control / Safety Program – your involvement in safety goals

INJURY INSTRUCTIONS

- Notify supervisor and complete incident report for all injuries
- If injury requires treatment, drug screen and additional paperwork must be completed
- Location of First Aid Kits, and who to see for First Aid/Treatment

REFERENCE MATERIAL

- Hazard B and Blood Spill Kits and Hazard Communication Program
- Location of SDS data, explanation of SDS – signs/symbols, symptoms, and prevention methods
- Location of employee Safety Program and Emergency Preparedness Binders

CLOTHING & PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Proper shoes, gait belts, goggles, gloves, gowns, etc.
- Bite Sleeves, use, when to use and how to put on with return demo
- If you need any other safety equipment, or replacement PPE notify your supervisor

SAFETY RULES & EMERGENCY PLAN (Job Specific)

- Lockout/Tag out – Who is authorized to use
- Fire Training, including use of fire extinguishers
- Fire and Evacuation procedures
- Tornado and Severe Weather Emergencies
- TELS - Importance of submitting maintenance requisitions for repairs, and how to do so.
- Door Alarms, Code Alerts monitoring, and Resident Safety Alarms
- Missing resident protocol
- Residents with Off Grounds Privileges and Protocol
- Use proper transfer techniques, mechanical lifts/save your back
- Information given on eyewash stations and use with return demo
- Wound Care Device Protocol - Air Mattresses, and how to ensure they are working properly (For Nursing Staff)
- Clean Up - Procedure and Location of Mop Bucket, Wet Floor Signs, and Cleaning Supplies
- Violent Situation - Bomb Threat, Intruders, Nuclear/Military Attack, Disgruntled Staff, Resident Behaviors, etc.
- Concealed Carry, Active Shooter Protocol, and what to do if you do not feel safe.
- Communication Plan and Alternate Means of Communication during an emergency.
- When applicable; How to operate/drive power chairs and mobility equipment.

STANDARD PRECAUTIONS

- Blood Borne Pathogens
- Tuberculosis
- Hepatitis B (informed consent and acceptance / declination of Hepatitis B vaccine)
- Use of gloves and proper hand washing techniques
- Indications for PPE
- Sharps disposal and disposal of blood-contaminated items
- Procedures for cleaning leg bags and bed bags
- Procedures for removal of dirty linens and clothes from resident rooms

I have received information and training on all of the above items, and have demonstrated competency in same.

Employee Signature

Date

Trainer Signature

Date

SUBJECT: STAFF SOCIALIZATION WITH RESIDENTS, INCLUDING SOCIAL NETWORK SITES/HIPAA				NO. 432	
<p>Policy:</p> <p>It is the policy of this facility that the relationship between residents and staff is professional in nature and is focused on meeting the resident's needs for a therapeutic environment and for interpersonal relationships directed toward the resident achieving an optimal level of health and rehabilitation. It is the caregivers' responsibility to ensure the privacy of the residents and to ensure that a professional relationship is maintained with the residents and their families. To ensure this happens, Winning Wheels has this Staff Socialization with Residents, Including Social Network Sites/HIPAA policy as well as other privacy and HIPAA policies.</p> <p>Procedure:</p> <p>Staff is required to consult with their supervisor when they have questions about the appropriateness of their relationship with residents or their families. Staff must notify their supervisor if they have had a relationship with an admitted resident prior to the resident being admitted to our facility. This is especially true if the staff member is related, either by blood or by marriage, to the resident. This information will be used in determining the appropriate boundaries of relationship during the resident's stay.</p> <ol style="list-style-type: none"> 1. Socializing while off-duty with residents or their family/guardian while the resident is actively participating in the facility's programs is prohibited. This socialization crosses the professional boundaries between caregiver and resident. Socialization would include, but is not limited to, the following: <ol style="list-style-type: none"> a. Dating a resident; b. Engaging in sexual activity with resident; c. Meeting a resident at a bar or any other establishment; d. Buying or accepting alcoholic drinks for or from a resident; e. Taking a resident outside of the facility on an outing that is not approved by Administration, the resident's family and/or guardian. There must be a completed Off Grounds Acknowledgement form on file prior to leaving the facility. f. Communicating with residents and/or their families, guardians, etc. on social networking sites such as, but not limited to, Facebook, Instagram, Twitter, etc. g. Contact with a resident and/or their families, guardians, etc. by telephone, texting, meetings, in writing or through the internet. <p>Example of acceptable off duty interaction with a resident, their families and/or guardians would include:</p> <ol style="list-style-type: none"> a. Saying "Hello" or briefly visiting with the resident or their family/guardian when seeing them in public; at no time should the staff member discuss resident care issues or HIPAA protected information with the family or guardian and should direct them back to the facility administration. <p>Communicating with or sharing resident or facility specific information via social networking websites or other modes of contact would warrant disciplinary action up to and including termination of employment.</p>					
Approved:		Effective Date:		Revision Date:	
				2/12; 2/14; 3/17	
				Change No.:	
				Page:	
				1 of 2	

SUBJECT: STAFF SOCIALIZATION WITH RESIDENTS, INCLUDING
SOCIAL NETWORK SITES/HIPAA

NO. 432

1. Accepting loans, money, or gifts from residents, the resident's family or guardian or giving loans, money, or gifts to residents, the resident's family or guardian without supervisor approval is prohibited. Purchasing items from a resident or selling items to a resident is prohibited without Administrative approval. Small gifts or tokens of appreciation from residents or their families/guardian may be acceptable but would require supervisor approval.
2. Attempts by residents or their families/guardian, while under treatment, to set up socialization with a staff member, on or off duty, must be reported to the employee's supervisor.
3. It is the employee's responsibility to keep their supervisor informed on contacts and related communication (i.e., telephone, meetings, writing, internet, etc.) with residents and/or their families/guardian which may be, or have the potential to be, therapeutically inappropriate.

DEPARTURE FROM, OR VIOLATION OF, THESE GUIDELINES WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

I have read, understand, and agree to follow the Staff Socialization with Residents, Including Social Networking Sites policy stated above. I understand that I am not to communicate with the residents, their family members or guardians that would violate tenants of this policy.

I also understand and agree to not disclose facility or HIPAA protected information on social networking websites and to report contact made by residents or their families/guardian that would violate this policy. The facility or HIPAA protected information includes, but is not limited to, resident or facility specific information and is especially true of that information that would be considered abusive, libelous or pornographic.

Employee Name Printed

Signature

Date

Approved:

Effective Date:

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Change No.:

Page:

2/12; 2/14; 3/17

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Resident Rights
&
Resident Abuse & Neglect Policy Acknowledgment

I have read and been informed of Winning Wheels Resident Abuse and Neglect Prevention Policy and the Resident Abuse of Staff policy. I understand that if I suspect abuse I must report it to the Administrator immediately. I also understand that if I am the perpetrator of abuse, I could be terminated. In addition, I have been given a copy of Resident Right for People in Long Term Care Facilities. I understand that I have been delegated the authority, responsibility and accountability necessary for following through with these policies.

Employee Signature: _____

Date: _____

Board Approved Code of Ethics for Winning Wheels, Inc.

The Winning Wheels, Inc. Board of Directors recently approved a Code of Ethics. The Code will serve as a guide for staff in the ever changing and challenging field of health care.

CODE OF ETHICS STATEMENT OF ETHICS

Winning Wheels, Inc. will:

- Provide services with respect for human dignity
- Safeguard the right to privacy
- Seek to act responsibly and accountably in judgment and representation
- Maintain the integrity of Winning Wheels, Inc.
- Seek to grow in ethical relationships with all involved in the treatment process
- Always be open to new ways of ethical understanding and ethical action

BUSINESS ETHICS

Admissions Practices

The selection/admission of clients raises ethical problems of rights, duties, and responsibilities by both clients and practitioners. People make value judgments differently. We must fairly and honestly explain our reasons for accepting or denying client admissions.

The candidacy for acceptance shall include consideration of the following criteria:

1. The likelihood of a successful outcome
2. Life, expectancy
3. Quality of client's life
4. Expectations of the client and/or surrogate, and family
5. Burdens for those affected, including:
 - ✓ Financial and psychological costs
 - ✓ Missed opportunities to treat other clients
 - ✓ Health and needs of the community

Denied clients shall be informed of any/all follow-up evaluations that may affect their future candidacy.

Treatment Only

Services are provided to program clients

- According to generally accepted treatment practices as observed by Winning Wheels, Inc. in accordance with its professional Code of Ethics
- In a cost-effective manner, with outcome expectations providing a focus for service
- That are goal-oriented and objective with regard to all clients served.

Discharge

The client's discharge should include fair and just distribution of benefits and burdens, from treatment to costs, and moral/spiritual values of the client.

Community Relations

Winning Wheels, Inc. will maintain a forthright and honest relationship with the various communities in which we serve or of which we are a part.

Signature

Date