



Employee Orientation Curriculum Form

Employee Name:

Date Hired:

Date of Orientation:

All Favored Healthcare Services employees or contractors are required to receive orientation prior to performing any home care duties and this orientation is conducted by the agency administrator.

Once an employee/contractor is hired, he/she will receive orientation which includes an overview of Favored Healthcare Services program policies and procedures, as well as:

- Sensitivity training to the needs and rights of the elderly
- Client rights/responsibilities and handling of complaints and incidents
- Reporting of TB exposure
- Procedures for reporting client progress and problem to the supervisor
- Procedures for handling emergencies
- Procedures for reviewing employee job responsibilities
- Procedures for making entries in the client clinical record

Employee Signature:

Date: