

<p style="text-align: center;">HH 580: Orientation</p> <p style="text-align: center;">WAC: 246-335-525 Personnel, Contractor and Volunteer Policies</p>	
Date of Origin: 03/01/20	Revised: 05/22/2025

Policy:

All direct care personnel of Hanford Home Health will complete a basic orientation program.

Procedure:

- 1) The Director of Clinical Services or Administrator assures that all prospective employees meet agency employment requirements prior to scheduling for orientation.
- 2) The Director of Clinical Services or designee provides an orientation to Hanford Home Health for each new home health staff, contractors, or volunteers beginning on the first day of work.
- 3) The orientation of personnel, contractors and volunteers must be in-person and include:
 - a) Orientation to current agency policies and procedures specific to meeting the care needs of patients
 - b) Verification of skills or training prior to independently providing patient care.
Examples of skills verification include:
 - i. Written testing
 - ii. Skills observation
 - iii. Evidence of previous training, such as certified nursing assistant training
- 4) Individualized orientation provided by the Director of Clinical Services, or designee scheduled for new staff members of Hanford Home Health which will include:
 - a) The philosophy of care
 - b) Job descriptions
 - c) Safety training
 - d) Personnel policies and procedures to include valid driver's license and auto insurance
 - e) Time records and pay periods
 - f) Documentation of care requirements
 - g) Care management and home health services
 - h) Agency policies and procedures including:
 - i. Emergency policy
 - ii. Medication Assistance policy
 - iii. Infection control, safe food handling and storage
 - iv. Maintenance of supplies and equipment
 - v. Admission, transfer, and discharge of patients
 - vi. Detection of abuse and neglect policy

- vii. Mandated reporter responsibilities
 - viii. Coordination of services and interdisciplinary services
 - ix. Patient Bill of Rights
 - x. Clinical records
 - xi. Home health Plan of Care
 - xii. Supervision requirements for Home Health Aides
 - xiii. Equal Employment Opportunity and Affirmative Action
 - xiv. Validation of skills and training
 - xv. Training on the use of telehealth or telemedicine for patient consultation and the transmission of healthcare data, if applicable
- 5) Documentation of completed orientation programs will be kept in the employee's personnel file.