

# AIT ORIENTATION PROGRAM TOOL

## An Orientation Tool for Preceptors

Oregon Board of Nursing Home Administrators

AIT \_\_\_\_\_ Date: \_\_\_\_\_

Facility \_\_\_\_\_

Preceptor \_\_\_\_\_

NOTE: All of these items may not relate to your facility. Please check only those items that relate to your facility and training. Extra spaces are provided for the addition of items that may be unique to your facility and/or community.

### INDEX OF ACTIVITIES

- A. Attend Meetings
- B. Complete tour of facility and grounds
- C. General discussion
- D. Location of files
- E. Location and Use of equipment
- F. People You Should Meet in the Facility
- G. Review and Evaluate
- H. Tour of community and visit
- I. Whom Do You Contact?
- J. Miscellaneous

AREA	Check (✓) One	
	Not Applicable	Completed
<b>A. ATTEND MEETINGS</b>		
1. AAHSA (American Association of Homes and Services for the Aging) (non-profit national organization)		
2. AARP (American Association of Retired Persons)		
3. ACHCA (American College of Health Care Administrators)		
4. AAHCA (American Health Care Association) (For profit national organization)		
5. Admission planning		
6. Board meeting		
7. Core management		
8. Civic clubs		
9. Community council		
10. Consultants (exit interviews)		
11. Daily quality assurance		
12. Department heads		
13. Ethics committee		
14. Executive staff		
15. Family nights		
16. Fire and disaster		
17. Home Office		
18. Hospital discharge planning meeting		
19. Infection control committee		

AREA	Not Applicable	Completed
20. In-Service programs		
21. JCOHA (Joint Commission of Health Care Associations)		
22. PPS (Prospective Payment Systems		
23. Preventive Maintenance		
24. Quality Improvement		
25. Resident Care		
26. Resident Council		
27. Resident/Family groups		
28. Safety Committee		
29. Seminars (CEU's)		
30. Shift Reports (Stand up meetings)		
31. Staff		
32. Surveyors (CCMU) (a) Entrance meeting		
(b) Daily meetings		
(c) Exit interview		
33. Utilization Review		
34.		
35.		
36.		
37.		
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**B. COMPLETE TOUR OF FACILITY AND GROUNDS**

1. Alarm systems (a) door		
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AREA	Not Applicable	Completed
(b) fire		
(c) security		
(d) sprinkler system		
2. Campus		
3. Circuit breaker/fuses/electrical panels		
4. Drug (medication) rooms		
5. Elevators		
6. Emergency fuel system		
7. Emergency generator		
8. Emergency medical equipment		
9. Eye Wash		
10. Fire Alarm System		
11. Gas turn off valve		
12. Gift shop		
13. Grease traps		
14. Heating/A.C. system		
15. Hot water system		
16. Kitchen		
17. Laundry		
18. Monitoring system		
19. Nurses' station		
20. Outside lighting		
21. Oxygen turnoff		
22. Parking lot		

AREA	Not Applicable	Completed
23. Posters		
24. Public restrooms		
25. Public telephones		
26. Security systems		
27. Sewer outlet/cleanout		
28. Smoking Area		
29. Sprinkling system (Fire)		
30. Telephone system		
31. Time clock		
32. Vehicles		
33. Ventilating system		
34. Waste Disposal (Hazardous, Infectious, Sharps)		
35. Water turn off		
36. Whirlpool		
37.		
38.		
39.		

**C. GENERAL DISCUSSION**

1. Budgeting		
2. Corporate Structure		
3. Cultural Change		
4. Eden Alternative		
5. Goals and objectives		

AREA	Not Applicable	Completed
6. History of the Facility		
7. Levels of Care		
8. Mission Statement (core purpose)		
9. Organizational Chart		
10. Philosophy		
11. Physician Relations		
12. Scrapbooks		
13. Special Home Office Requirements		
14. Staffing ratios		
15. Targeted Market		
16.		
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21.		

**D. LOCATION OF FILES**

1. Committee Meetings (a) ethics		
(b) executive		
(c) fire and disaster		
(d) infection control		
(e) pharmacy		
(f) quality improvement		

AREA	Not Applicable	Completed
(g) resident council		
(h) safety		
(i) staff		
2. Complaints (a) family		
(b) resident		
(c) staff		
3. Computer – CD files		
4. Consultant Contracts		
5. Consultant Reports		
6. Contracts (miscellaneous)		
7. Disaster drills		
8. Employee Files		
9. Filed Records		
10. Fire Drills		
11. Handouts		
12. In-service records		
13. Inspections (a) fire		
(b) Medicaid		
(c) Medicare		
(d) Sanitation		
(e) State licensing		
14. Insurance records		
15. Medical Records		
16. OSHA (Occupational Safety and Health Administration)		

AREA	Not Applicable	Completed
(a) right to know		
(b) standard precaution		
(c) safety data sheet		
17. Quality Improvement		
18. Resident Files (a) medical		
(b) financial		
19. Resident Funds		
20. Schedules		
21. Staff Meeting Minutes		
22. Standards of Payment		
23. Surveys		
24.		

**E. LOCATION AND USE OF EQUIPMENT**

1. Adding machine		
2. Beeper		
3. Calculator		
4. Computer (a) email		
(b) internet		
5. Copy Machine		
6. Dietary equipment		
7. FAX machine		
8. Fire Extinguisher/alarms		
9. In-house Music/Radio		

AREA	Not Applicable	Completed
10. Intercom		
11. Nursing equipment		
12. Security system		
13. Sprinkler system		
14. Telephone		
15. Therapy equipment		
16. Typewriter		
17. VCR		
18. Voice mail		
19. Word processor		
20.		

**F. PEOPLE YOU SHOULD MEET IN THE FACILITY**

1. Attending physicians		
2. Community council		
3. Consultants (a) ADA (American Dietary Association		
(b) ART (Associate Record Technician)		
(c) dentist		
(d) MSW (Master of Social Work)		
(e) pharmacist		
(f) podiatrist		
(g) quality assurance committee		
(h) RN (Registered Nurse0		
(i) RRA(Registered Record Administrator)		

AREA	Not Applicable	Completed
4. Employees		
5. Families		
6. Medical Director		
7. Resident Council		
8. Residents		
9. Security Personnel		
10. Supervisors		
11. Therapists (a) Occupational Therapist		
(b) physical therapist		
(c) recreation therapist		
(d) respiratory		
(e) speech therapist		
12. Volunteers		
13.		
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**G. REVIEW AND EVALUATE**

1. Accounting system		
2. Activity programs		
3. Budgets (various)		
4. Consultant reports		

AREA	Not Applicable	Completed
5. Contracts/leases		
6. Cost report		
7. Departmental services (a) activity		
(b) administrative		
(c) dietary		
(d) housekeeping		
(e) laundry		
(f) nursing		
(g) social		
8. Filing system		
9. Job descriptions		
10. Organizational chart (lines of authority)		
11. Past surveys		
12. Payroll		
13. Policies		
14. Procedures		
15. Resident care		
16. Work schedules		
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AREA	Not Applicable	Completed
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**H. TOUR OF COMMUNITY AND VISIT**

1. Accountant		
2. Adult Day Care Center		
3. Ambulance Service		
4. Assisted Living Facilities		
5. Attorney		
6. Churches/Clergy		
7. Civil Defense Office		
8. Council on Aging		
9. Educational Institutions		
10. Elected and appointed politicians		
11. Emergency Housing Facilities		
12. Employment Security Office		
13. Financial Institutions (banks)		
14. Fire Marshall		
15. Fire Stations		
16. Funeral Homes		
17. Government Offices (a) city offices		
(b) CMS (Center for Medicaid/Medicare)		
(c) commodities		
(d) county/parish offices		
(e) DHHR (Dept. of Health and Human Resources)		

AREA	Not Applicable	Completed
(f) federal offices		
(g) HCFA (Health Care Finance Administration)		
(h) health department		
(i) ombudsman representative		
(j) Social Security Administration Office		
(k) social services		
(l) state offices		
(m) USDA (US Department of Agriculture)		
(n) USDL (US Department of Labor)		
18. Health Care Association Chapters		
19. Home Office/Regional Office		
20. Hospice		
21. Hospitals		
22. Mental Health Facilities		
23. News Media (a) cable television stations		
(b) newspapers		
(c) radio stations		
(d) television stations		
24. Nursing Homes		
25. Pharmacies		
26. Police Department		
27. Rehabilitation Centers		

AREA	Not Applicable	Completed
28. Respite		
29. Retirement Communities		
30. Sheriff's Office		
31. Therapy Centers		
32. Transportation Services		
33. U.S. Postal Service		
34. Utility Companies (gas, water, telephone)		
35. Vendors		
36.		
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**J. WHOM DO YOU CONTACT?**

1. Administrator		
2. Assistant Administrator		
3. Air-conditioning/heating		
4. Ambulance		
5. Attorney		
6. Department Heads		
7. Disaster Center		
8. Electrician		
9. Facility Owners		

AREA	Not Applicable	Completed
10. Generators		
11. Home Office		
12. Insurance (claims)		
13. Labor Relations		
14. Medical (first aid)		
15. Minister/Priest/Rabbi		
16. Plumber		
17. Service Contractors		
18. Sprinkler System		
19. Suppliers		
20. Transportation		
21. Utility Offices		
22.		
23.		
24.		
25.		
26.		

**J. MISCELLANEOUS**

1. Community Resources		
2. Legal Action		
3. Marketing		
4. Project Status		
5. Special Problems		

AREA	Not Applicable	Completed
6. Special Services		
7. Union negotiations		
8. Work in progress		
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