

## Appendix F.1: Staff Orientation: Public Health Home Visitor Orientation Checklist

### I. Recommended Orientation and Training for New Babies First! Home Visitors

Within One Month of Hire	DATE	NOTES
<b>Locate and Review Resource Materials</b>		
<ul style="list-style-type: none"> <li>• Employee Handbook</li> </ul>		
<ul style="list-style-type: none"> <li>• Nursing Policies and Procedures, including documentation expectations</li> </ul>		
<ul style="list-style-type: none"> <li>• Safety Protocols</li> </ul>		
<ul style="list-style-type: none"> <li>• Babies First! Manual</li> </ul>		
<b>Review Orientation Materials</b>		
<ul style="list-style-type: none"> <li>• Babies First! Introduction Recorded Webinar</li> </ul>		
<ul style="list-style-type: none"> <li>• PHN 100 materials (obtain from MCH Nurse Consultant)</li> </ul>		
<ul style="list-style-type: none"> <li>• PHN 300 materials (obtain from MCH Nurse Consultant)</li> </ul>		
<ul style="list-style-type: none"> <li>• Achieve OnDemand: Basics of Home Visiting Self-paced course</li> </ul>		
<ul style="list-style-type: none"> <li>• Reflection Questions (in development)</li> </ul>		
<b>Complete Shadow Orientation</b>		
<ul style="list-style-type: none"> <li>• At least one shadow visit with mentor nurse (may need to connect with neighboring counties to schedule visit)</li> </ul>		
<b>Complete Learning Assessments</b>		
<ul style="list-style-type: none"> <li>• Self-assessment of learning needs and plan (see Appendix C)</li> </ul>		
<ul style="list-style-type: none"> <li>• 30-60 minute phone call with Supervisor and Babies First! MCH Nurse Consultant to review training plan</li> </ul>		
<b>Locate and Understand Community Services</b>		
<ul style="list-style-type: none"> <li>• Get to know the resources in your community and how to connect clients to them. Some examples:               <ul style="list-style-type: none"> <li>○ OB and PCP providers</li> <li>○ Food Stamps/WIC/ Food Pantries</li> <li>○ Housing/ Rent help</li> <li>○ Mental health services</li> <li>○ Support for those experiencing IPV</li> <li>○ Alcohol and drug recovery</li> <li>○ Employment assistance</li> <li>○ Parenting classes/ Teen parent services</li> <li>○ Child care services</li> <li>○ Other home visiting programs</li> </ul> </li> </ul>		

<b>Within Nine Months of hire</b>	<b>DATE</b>	<b>NOTES</b>
Review Education Materials: Ounce Achieve On Demand Self-Paced Courses		
<ul style="list-style-type: none"> <li>• Building Relationships with Families</li> </ul>		
<ul style="list-style-type: none"> <li>• Home Visiting during Pregnancy</li> </ul>		
<ul style="list-style-type: none"> <li>• Domestic Violence</li> </ul>		
<ul style="list-style-type: none"> <li>• Substance Abuse</li> </ul>		
<ul style="list-style-type: none"> <li>• Foundations in Infant Mental Health</li> </ul>		
<ul style="list-style-type: none"> <li>• Impact of Trauma</li> </ul>		
<ul style="list-style-type: none"> <li>• ASQ Best Practice</li> </ul>		
<b>Complete Assessments</b>		
<ul style="list-style-type: none"> <li>• 30-60 minute phone call with Babies First! MCH Nurse Consultant to discuss ongoing training needs and continuous improvement of your practice</li> </ul>		

## Appendix F.2: Staff Orientation: Public Health Home Visitor Supervisor Orientation Checklist

### II. Recommended Orientation and Training for New Babies First! Supervisors

Within One Month of Hire	DATE	NOTES
<b>Locate and Review Resource Materials</b>		
<ul style="list-style-type: none"> <li>• Employee Handbook</li> </ul>		
<ul style="list-style-type: none"> <li>• Nursing Policies and Procedures, including documentation expectations</li> </ul>		
<ul style="list-style-type: none"> <li>• Safety Protocols</li> </ul>		
<ul style="list-style-type: none"> <li>• Babies First! Manual</li> </ul>		
<b>Review Orientation Materials</b>		
<ul style="list-style-type: none"> <li>• Babies First! Introduction (Recorded Webinar)</li> </ul>		
<ul style="list-style-type: none"> <li>• PHN 100 materials</li> </ul>		
<ul style="list-style-type: none"> <li>• PHN 300 materials</li> </ul>		
<ul style="list-style-type: none"> <li>• Achieve OnDemand: Basics of Home Visiting Self-paced course</li> </ul>		
<ul style="list-style-type: none"> <li>• Reflection Questions (in development)</li> </ul>		
<b>Complete Learning Assessments</b>		
<ul style="list-style-type: none"> <li>• Self-assessment of learning needs and plan (see Appendix C)</li> </ul>		
<ul style="list-style-type: none"> <li>• Set up 30-60 minute monthly phone calls with Babies First! MCH Nurse Consultant</li> </ul>		
<b>Staff Orientation</b>		
<ul style="list-style-type: none"> <li>• Ensure staff have reviewed resource and orientation materials</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure staff are oriented to safety plan; create team safety plan if agency safety plan not already in place</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure learning self-assessments completed, identify knowledge gaps for team</li> </ul>		
<ul style="list-style-type: none"> <li>• Establish contact with referral sources; develop relationships to engage referral sources to reach clients</li> </ul>		
<b>Locate and Understand Community Services</b>		
<ul style="list-style-type: none"> <li>• Get to know the resources in your community and to connect clients to them. Some examples:               <ul style="list-style-type: none"> <li>○ OB and PCP providers</li> <li>○ Food Stamps/WIC/ Food Pantries</li> <li>○ Housing/ Rent help</li> <li>○ Mental health services</li> <li>○ Support for those experiencing IPV</li> <li>○ Alcohol and drug recovery</li> <li>○ Employment assistance</li> <li>○ Parenting classes/ Teen parent</li> </ul> </li> </ul>		