



Orientation Requirements	
<input type="checkbox"/>	Review of job description and duties performed and their role in the agency
<input type="checkbox"/>	Organizational chart
<input type="checkbox"/>	Mission statement
<input type="checkbox"/>	Record keeping and reporting
<input type="checkbox"/>	Confidentiality and privacy of Protected Health Information
<input type="checkbox"/>	Client's/patient's rights
<input type="checkbox"/>	Advance Directives; if applicable to the service(s) provided
<input type="checkbox"/>	Conflict of interest
<input type="checkbox"/>	Written policies and procedures
<input type="checkbox"/>	Emergency Plan
<input type="checkbox"/>	Training specific to job requirements
<input type="checkbox"/>	Additional training for special populations, if applicable
<input type="checkbox"/>	Cultural diversity
<input type="checkbox"/>	Communication barriers
<input type="checkbox"/>	Ethical issues
<input type="checkbox"/>	Professional boundaries
<input type="checkbox"/>	Performance Improvement Plan
<input type="checkbox"/>	Corporate Compliance Program
<input type="checkbox"/>	Conveying of charges for care/service
<input type="checkbox"/>	OSHA requirements, safety and infection control
<input type="checkbox"/>	Orientation to equipment, if applicable
<input type="checkbox"/>	Incident/variance reporting
<input type="checkbox"/>	Handling of client/patient complaints/grievances

## Employee Educational Record

Employee Name:			Mandatory In-services      Method = Staff Meeting or Make-up class/activity		
Performance Review Date			Communication Barriers	Date:	Method/Length:
Department:			Patient Confidentiality	Date	Method/Length:
Position:			Infection Control	Date:	Method/Length:
Supervisor:			Patient/ Work place safety	Date:	Method/Length:
			OSHA (Right to Know)	Date:	Method/Length:
			Emergency/ Disaster Training	Date:	Method/Length:
			Compliant/ Grievance process	Date:	Method/Length:
			Cultural Diversity training	Date:	Method/Length:
			Ethics Trainings	Date:	Method/Length:
			Rights & Responsibilities	Date:	Method/Length:
			Safety Testing on Equipment if appropriate	Date:	Method/Length:
Date	In-service/Continuing Education	Attendance Hours	Date	In-service/Continuing Education	Attendance Hours

Please document all educational activities on this form providing date, title of in-service and the amount of time involved in attending this in-service.

Agency Name/Logo

Instructions: This record is maintained by the employee from review date to review date. The form needs to be completed 14 days prior to review date and turned into the employee's reviewing supervisor. The employee is responsible for attending all mandatory in-services and meetings, and for meeting job specific educational requirements.

Number of Mandatory In-services Attended \_\_\_\_\_

Number of Discipline/Role Specific hours of Education \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date turned in to Supervisor \_\_\_\_\_

Supervisor Review \_\_\_\_\_ Date \_\_\_\_\_

# ACHC Clinical On-Hire & Annual Education Requirements Reference Guide



\* Agency Optional/Best Practice Recommended

On-Hire	Annual	Course Subject
*	Updates	Medicare Conditions of Participation Criteria for Services
*	Updates	Florida Regulations Chapter 400 Administrative/Clinical
*	Updates	Florida Regulations 59A-8 F.A.C. Administrative/Clinical
X	X	Advance Directives
X		Alzheimer's Training (within 9 months)
X	X	Patient Rights
X	X	Comprehensive Emergency Plan
X		CPR Certification (Keep Current)
X	X	Exposure Control Plan, TB, Hepatitis B, Standard Precautions, Infection Control
X		Agency Organizational structure
X		OASIS Information
X	X	Medical Device Reporting Requirements Process
X	X	Privacy Act Training and Agency Confidentiality Statement
X	X	Florida Biomedical Waste Requirements
X	X	OSHA Safety MSDS Information (Right to Know)
X	X	Corporate Compliance Plan
X	X	Fire Safety Plan with Evacuation
X	X	Patient Complaints and Grievances
X	X	Adverse Events Reporting Process
X	X	Cultural Diversity
X	X	Communication Barriers (504 Policy)
X	X	Office Safety/Security
X	X	Patient Home safety
X	X	Ethics Training reporting process/ Conflict of Interest /Personal Boundaries

X		Conveying of Patient Charges
X	X	Personal Safety Techniques
X	Updates	Personnel Handbook/Policies
X		Performance Improvement Plan
X		Use of Waived Tests/Equipment
X	X	Competency Testing for Job Category
X		Acceptance of Patients Policy
X		Informed Consent

Reference this guide when planning your agency's Annual Education Requirements for clinical on-hire & annual staff. It includes required education based on Federal, Florida, and ACHC regulations and standards.

We'd like to say a special thank you to Glenda Burke for helping HCAF eLearning create these templates. We highly recommend Glenda's consulting services and staff education expertise. Contact Glenda at: <http://www.alternativesconsultingeducation.com/>

## CHAP Clinical On-Hire & Annual Education Requirements Reference Guide



\* Agency Optional/Best Practice Recommended

On-Hire	Annual	Course Subject
*	Updates	Medicare Conditions of Participation Criteria for Services
*	Updates	Florida Regulations Chapter 400 Administrative/Clinical
*	Updates	Florida Regulations 59A-8 F.A.C. Administrative/Clinical
X	X	Advance Directives
X		Alzheimer's Training (within 9 months)
X	X	Patient Rights
X	X	Comprehensive Emergency Plan (Annual Prior to June 1 <sup>st</sup> )
X		CPR Certification (Keep Current)
X	X	Exposure Control Plan, TB, Hepatitis B, Standard Precautions, Infection Control
X		HIV/AIDS
X		Agency Organizational structure
X	X	Medical Device Reporting Requirements Process
X	X	Privacy Act Training and Agency Confidentiality Statement
X	X	Florida Biomedical Waste Requirements
X	X	OSHA Safety MSDS Information (Right to Know)
X	X	Fire Safety Plan with Evacuation
X	X	Patient Complaints and Grievances
X		Condition of Employment
X	X	Communication Barriers (504 Policy)
X	X	Office Safety/Security
X	X	Patient Home safety
X	X	Ethics Training reporting process/ Conflict of Interest /Personal Boundaries
X		Plan of Care (Skilled staff & Home Health Aide)
X	X	Personal Safety Techniques

X	Updates	Personnel Handbook/Policies
X		Performance Improvement Plan
X	X	Competency Testing for Job Category
X		Acceptance of Patients Policy
X	Updates	Compliance Plan (if applicable)
	X	Personal Care Workers – 8 Hours Relevant to Job Duties
	X	Home Health Aides 12 Hours Relevant to Job Duties

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