

HOME HEALTH AIDE ORIENTATION CALENDAR

The calendar may be adjusted according to the employee/office needs.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Minimum of 8 hours classroom	<ul style="list-style-type: none"> • Tour facility. • Introduce employee to all ADPH staff. • Complete new employee paperwork. • Provide access to worksite area, LCMS, McKesson/Horizon, • Name badge • Administer Step One TBST & Hepatitis (See Employee Health Requirements Policy.) • Classroom – <ul style="list-style-type: none"> ➢ General Orientation 	<ul style="list-style-type: none"> • Review orientation outline, calendar, check lists, & sign in sheets • Schedule CPR • Verify Training DB is set-up. • Classroom – <ul style="list-style-type: none"> ➢ General Orientation 	<ul style="list-style-type: none"> • Read TBST (if applicable) • Review local office procedures (mail, security, emergency contacts, disaster...) • Classroom – <ul style="list-style-type: none"> ➢ General Orientation 	<ul style="list-style-type: none"> • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 1 Introduction to Home Health ➢ Section 2 Home Health Aide Role 	<ul style="list-style-type: none"> • Clinical Manager/ Supervisor <ul style="list-style-type: none"> ➢ Review /complete 1st week. ➢ Review/adjust 2nd week plan. • Classroom – <ul style="list-style-type: none"> ➢ HH Aide Orientation Review/ Complete Sections 1 and 2

General Orientation Videos New Employees Must Watch –

May be completed as time allows but must be completed by end of Week 3

**Denotes the only videos listed below that may be counted toward required hours

Chapter 1:

- [Welcome to the Alabama Department of Public Health](#)
- “Building a Stronger Subunit Through Customer Service and Outreach”
- “General Orientation for New Employees”
- “Orientation to the Essentials of Public Health”
- “Community Partnerships and Perspectives”

Chapter 2:

- “Employee Orientation to Performance Appraisal”
- “Violence in the Workplace – Policies and Prevention”

Chapter 11:

- **“Home Care Infection Control OSHA Update (most recent)”****

Chapter 12

- **“ADPH Home Care Staff Annual Required In-service” (2015)****
- **“Hazard Communication Video by Louis C. Sauer (1999)”****

Chapter 14:

- **“ADPH Emergency Response 101”****
- **“IS-100 Introduction to Incident Command System, I-100”****

Chapter 20:

- **“The Application of HIPAA to ADPH Employees and Our Patients”****
- **“HIPAA Privacy Training”****

Week Two	Monday	Tuesday	Wednesday	Thursday	Friday
Minimum of 23 hours of classroom	<ul style="list-style-type: none"> • Step 2 of TBST due today, if applicable. • Rs&Rs review • Follow up on Employee Access To Work Essentials • Ensure access to McKesson and Lotus Notes. • Schedule CPR* <ul style="list-style-type: none"> *Must be complete prior to providing patient care. • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 3 Patient Care ➢ Required video: “Professional Communication in Home Care” 	<ul style="list-style-type: none"> • Review, assess and assist with the understanding of: <ul style="list-style-type: none"> ➢ Lotus Notes ➢ McKesson ➢ Encounter form ➢ Mileage/travel • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 3 ➢ Required video: “Recognizing and Reporting Changes in Skin Condition” 	<ul style="list-style-type: none"> • Have Step 2 of TBST skin test read, if applicable. • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 3 	<ul style="list-style-type: none"> • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 4 Nutrition, Meal Planning and Activity 	<ul style="list-style-type: none"> • Ride with Preceptor (Cannot count hours toward the required training) • Meet with Clinical Manager/ Supervisor to <ul style="list-style-type: none"> ➢ Review /complete 2nd week. ➢ Review/adjust 3rd week plan. • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Complete/ Review Sections 1-4

EMPLOYEE

DATE

TRAINER

DATE

CLINICAL MANAGER/SUPERVISOR

DATE

TRAINER

DATE

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Week Three	Monday	Tuesday	Wednesday	Thursday	Friday
Minimum of 22 hours of classroom	<ul style="list-style-type: none"> • Daily Duties Complete Day Sheet <ul style="list-style-type: none"> ➢ Day Sheet ➢ Mileage ➢ E-cats or HEART • Review orientation schedule for week three • Schedule CPR* <ul style="list-style-type: none"> *Must be complete prior to providing patient care. • “Initial Clinical Validation Checklist” (Skills/Documentation) • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 5 and Section 6 Personal Care 	<ul style="list-style-type: none"> • Daily Duties Complete Day Sheet <ul style="list-style-type: none"> ➢ Day Sheet ➢ Mileage ➢ E-cats or HEART • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 5 and Section 6 Personal Care 	<ul style="list-style-type: none"> • Ride with Preceptor (cannot count toward required hours) • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Complete Sections 5 and 6 Personal Care 	<ul style="list-style-type: none"> • Ride with Preceptor (cannot count toward required hours) • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 7 CPR Training * Must be complete prior to providing patient care 	<ul style="list-style-type: none"> • Becon Health “Moving your Patient Training DVDs <ol style="list-style-type: none"> 1. Body Mechanics 2. Equipment • Meet with Clinical Manager/Supervisor to <ul style="list-style-type: none"> ➢ Review /complete 3rd week. ➢ Review/adjust 4th week plan. • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation (Complete/Review Sections 5-7)
Week Four	Monday	Tuesday	Wednesday	Thursday	Friday
Minimum of 6 hours classroom & 16 hours Supervised Practical Training	<ul style="list-style-type: none"> • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 8 Health and Emergency Procedures ➢ Review all sections and prepare for written exam 	<ul style="list-style-type: none"> • Ride with Clinical Manager/Supervisor • Finalize In-home Skills Check-off Section 10 Supervised Practical Training-must total 16 hours • Classroom – <ul style="list-style-type: none"> ➢ HHAide Orientation Section 9-Competency Exam 	<ul style="list-style-type: none"> • Ride with Clinical Manager/Supervisor • Finalize In-home Skills Check-Off Section 10 Supervised Practical Training-must total 16 hours) 	<ul style="list-style-type: none"> • Ride with Clinical Manager/Supervisor • Finalize In-home Skills Check-Off finalized Section 10 Supervised Practical Training-must total 16 hours 	<ul style="list-style-type: none"> • Schedule 3 patients. • Reviews visits with Clinical Manager/Supervisor • Gradually increase visit to productivity level.

REMINDER: The orientation of the home health aide is done under the direct supervision of the Clinical Manager/Supervisor who is a registered nurse and meets the qualifications set forth by the COPs. Portions of the training may be delegated, but the qualified Clinical Manager/Supervisor is responsible for all aspects of this orientation. This orientation plan meets the requirements set forth in Federal Regulations for each home health aide to receive:

- ❖ A minimum of 16 hours of classroom training prior to...
- ❖ A minimum of 16 hours of supervised practical training
- ❖ With a total of 75 hours of training

While adjustments can be made to the schedule, all of the contents and hours must be completed.



EMPLOYEE	DATE	TRAINER	DATE
CLINICAL MANAGER/SUPERVISOR	DATE	TRAINER	DATE