

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF HOME AND COMMUNITY SERVICES**

NURSING ORIENTATION CHECKLIST

Nurse Care Coordinator (NCC), Registered Nurse (RN), and Licensed Practical Nurse (LPN)

| TITLE | INSTRUCTOR INITIALS | DATE | EMPLOYEE INITIALS |
|---|------------------------|------|----------------------|
| Section I: Introduction | | | |
| Chapter 1: Orientation Guidelines | | | |
| Chapter 2: Skills Validation | | | |
| Chapter 3: Preceptor Responsibilities for Nursing Orientation | | | |
| Chapter 4: Clinical Procedures & Resources | | | |
| Chapter 5: NDNQI Pressure Ulcer Training Wound Advisor Toolkit | | | |
| Section II: Federal Operation Instructions | | | |
| Chapter 1: Operation Of The Home Health Agency | | | |
| Chapter 2: Home Health Regulatory Agencies & Preparing for the Audit Process | | | |
| Chapter 3: Regulations, Reimbursements, and Audits | | | |
| Section III: Home Health Nursing - Overview | | | |
| Chapter 1: Integrated Operational Process and Roles | | | |
| Chapter 2: Introduction to Home Health Nursing | | | |
| Chapter 3: Visit Preparation | | | |
| Section IV: Patient Care Delivery | | | |
| Chapter 1: Patient Care Delivery | | | |
| Chapter 2: LPN Care Delivery | | | |
| Chapter 3: Assessment/OASIS | | | |
| Chapter 4: Pediatrics | | | |
| Chapter 5: Home Health Operations Manual Section 1: Referral & Intake Section 2: Admissions Section 3: Physicians Orders | | | |
| Chapter 6: Medications | | | |
| Chapter 7: Assignment of Patient Care | | | |
| Chapter 8: Introduction to Guidelines | | | |
| Chapter 9: Documentation (Hands-On) | | | |
| Chapter 10: Telephony | | | |
| Chapter 11: Laptops (Hands-On) | | | |
| Section V: Home Health Process | | | |
| Chapter 1: Processes (Omit for LPN) | | | |
| Chapter 2: OASIS Assessment (Omit for LPN) | | | |
| Chapter 3: Diagnosis Coding | | | |

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| Section VI: NCC/RN/LPN Role | | | |
| Chapter 1: Coordination of Care & Services | | | |
| Chapter 2: Documentation to Support Reimbursement (Example: Routine Visit) | | | |
| Chapter 3: Medical Record: Documentation | | | |
| Chapter 4: Creating Orders/Plan of Care (Omit POC for LPN) | | | |
| Chapter 5: Administrative Policies and Procedures | | | |
| Chapter 6: Tracking Expiring Certifications | | | |
| Chapter 7: Supply Management (NCC Only) | | | |
| Chapter 8: Attempted/Missed Visits | | | |
| Chapter 9: Point System and Productivity for Patient Visits | | | |
| Chapter 10: Putting It All Together (or) The RN/LPN Role | | | |
| Section VII: Quality Improvement | | | |
| Chapter 1: Quality Improvement Training | | | |
| Chapter 2: Episode Review Summaries | | | |
| Chapter 3: Quality Improvement Policy | | | |
| Chapter 4: Quality Improvement Manual | | | |
| Chapter 5: Quarterly Audits in the Subunits (Hands-On) | | | |
| Chapter 6: Home Health Compare | | | |
| Section VIII: Training | | | |
| Chapter 1: Operational Overview (Including Guidelines) | | | |
| Chapter 2: Standardized Procedures | | | |
| Chapter 3: Wound Assessment and Documentation | | | |

Signing below provides acknowledgement that the above information has been covered and an opportunity was provided to ask questions.

Employee Signature

Date

Trainer Signatures

Date

Trainer Signatures

Date

