

Group Boarding Home/Residential Center New Hire Checklist for Providers



Staff Member's Full Name:

Staff Title:

Date of Hire:

Start Date:

Orientation Training

<u>Training Topic</u>	<u>Name of Trainer</u>	<u>Number of Hours</u>	<u>Date Completed</u>	<u>Trainer's Signature</u>	<u>Employee's Signature</u>
Facility Policy and Procedure Manual – to include duties and responsibilities					
Facility Emergency and Evacuation Procedures					
Facility discipline standards					
Facility Child record documentation policies and procedures					
Facility Resident Rights (See Appendix 4, Resident Rights)					
Facility Confidentiality Laws and HIPPA Laws					
Facility Report Writing					
Emergency Safety Interventions (if included as part of facility's policy and procedure manual)					
De-escalation					
Handling of Blood Born Pathogens					
Medication Administration (required for all staff who pass medications)					

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Trauma Informed Care					
CPR/First Aid <i>(required within 3 months of hire)</i>					
Mandated Reporting (use DCF resource)					
Comprehensive LGBTQ+					
Human Trafficking and Exploitation					
Cultural Diversity					
Suicide Prevention/ Intervention/Safety					
Accident Prevention					
Signs and Symptoms					
Textured Hair Care					
Facility Health Policies					
Completing a Critical Incident					
Family Finding					

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Please Note: Staff shall have completed a minimum of 18 hours of in-service orientation training. Staff shall demonstrate competency in the trainings from orientation before they can work independently with children. All topics listed below shall be trained, even if it exceeds the minimum 18 hours of orientation.