



DT Medical Staffing
415 Plasters Avenue Suite 200
Atlanta, GA 30324
staffing@dtmedicalstaffing.com

Check Sheet for Orientation Training

Employee Name:

Date of Employment: ____/____/____

*Employee will initial each item upon receipt of procedures and training in reference to the following:

1. Policies and Procedures _____
2. Job Description _____
3. Acknowledgement of Policies and Procedures _____
4. Procedures for reporting Exposure to TB and/or Hepatitis _____
5. Method for handling Resident complaint and ongoing monitoring Quality of Care _____
6. Reporting Resident condition change (progress or decline) _____
7. Reporting Medical Emergency/Incident _____

New Hire Check List for Office Use Only

1. Physical Examination
2. TB Form
3. Background Check
4. CPR Card
5. First Aid Care
6. References
7. Resumes
8. Notice to Applicants and Employees
9. ID Documentation
10. Copy of Professional Certifications/Licenses



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Substance Abuse Policy Statement

It is the policy of DT Medical Staffing D/B/A DT MEDICAL STAFFING to provide a safe work environment and to foster the well-being and health of its' employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, possesses, distribute or sell drugs in the workplace or abuse alcohol on the job. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at DT Medical Staffing.

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of company policy for any employee to report to work under the influence of or possessing in his or her body, blood or urine illegal drugs in any detectable amount.
3. It is a violation of company policy for any employee to report to work under the influence, or impaired by alcohol.
4. It is a violation of company policy for any employee to use prescription drugs illegally, (i.e., to use prescription drugs that have not been legally obtained or in a manner for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
5. Violations of this policy are subject to disciplinary action up to and including terminations.

Initial _____

Absenteeism and Tardiness Policy

It is the policy of DT Medical Staffing or Caregivers to be at their assignment prepared to work at the scheduled time. Absenteeism and tardiness are subject to disciplinary action. Absenteeism is defined as failure to report for work without prior knowledge or approval of the supervisor or the staffing coordinator. Tardiness is defined as arriving to work more than 15 minutes late. A doctor note is required for 3 or more consecutive sick days. Doctor appointments may be requested at the supervisors' discretion (but will not necessarily excuse the absence in question). It is the policy of DT MEDICAL STAFFING that if you should have to call out, you must call out two (2) hours prior to the start of your shift. Sending a text message and/or email will result in immediate termination.

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1. At the first and second instances of unscheduled absence or tardiness, the caregiver will receive a verbal counseling.
2. When a Caregiver accumulates three (3) unscheduled absences or tardiness in a 90 day period, the caregiver will receive a written warning informing them that any additional occurrences will result in further disciplinary action; not excluding termination.
3. Any occurrences after the written warning will result in termination.

Initial _____

Work Scheduling Policy

At DT MEDICAL STAFFING, our primary goal is to meet and satisfy the needs of our clients. This includes caring for our clients through dependable and accurate scheduling to meet the client's specific needs. It is required for all Caregivers to remain in active status. A minimum of 20 hours must be worked to remain active. If a caregiver does not work at least 20 hours a month for 90 days consecutively, the employee will be considered inactive and may be deactivated from the scheduling roster.

1. Caregivers must work at least 20 hours per month.
2. When a caregiver accumulates three (3) unscheduled absences or tardiness in a 90 day period, the caregiver will receive a written warning informing them that any additional occurrences will result in further disciplinary action, not excluding termination.
3. Any Occurrences after the written warning will result in termination.

Initial _____



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Dress Code Policy

1. Caregivers must wear DT MEDICAL STAFFING polo shirt.
2. Caregivers must wear navy, black or khaki slacks with their DT MEDICAL STAFFING polo shirt.
3. Caregivers must wear DT MEDICAL STAFFING name tag
4. Caregivers must be clean and well groomed. All clothing must be clean, neat and free of holes and bleach spots. Please be mindful when wearing perfume or cologne, that our client may have breathing issues.
5. Caregivers must wear closed-toed shoes such as, loafers, tennis shoes, etc.

Penalty for Violation of Dress Code Policy

- 1st Offense: Verbal Warning
2nd Offense: Written Warning
3rd Offense: Termination

Initial _____

Responding to Emergencies: Medical Emergencies- Calling 911

If a resident becomes severely ill or is injured and appears to be in need of emergency medical services while you are working, do the following:

1. Stay with the resident, remain calm, and call the Supervisor or Director. Call 911 immediately.
2. Speak clearly and let the operator know whether you need medical assistance, police, or fire and rescue. Give your name and the client's name and address of the client.
3. Describe the emergency, (i.e., What, When and Where it happened).
4. Send someone to the front door of the building to meet the emergency personnel.

Initial _____



Infection Control

Anyone who cares for another person's health needs may come in contact with infectious or contaminated material, such as blood or bodily fluids. As part of your orientation, you will learn more about blood borne pathogens, the microorganisms in the blood that can cause disease, and you will be given a quiz to make sure that you understand how infections pass from one person to another and what precautions will keep you safe.

- Hand washing is the single MOST important thing that you can do to prevent the spread of infection.
- Wear gloves whenever you think you might come in contact with blood or bodily fluid (for instance, toileting, brushing teeth, etc.).
- Change gloves and wash hands when moving from one resident to another to prevent cross contamination.

Initials _____

Chemical Safety

During the course of your job, you will probably use a variety of different chemicals, housekeeping cleaners, kitchen cleaners, laundry detergents. All chemicals found in your community can be unsafe if they are used improperly. Be sure you know what chemical is used and for what purpose.

Initial _____

Miscellaneous Items and Acknowledgement

Prior to the start of you working- you must have the following:

1. Background Check
 2. CPR/First Aid Certification
 3. Physical
 4. TB Screening
 5. Resume
 6. References
- You MUST obtain your CPR/First Aid Certification



Initial _____

Grievance and Complaints

DT Medical Staffing has a process in place for dealing with discrepancies in understanding, importance, direction and breach of practice in order that prompt and equitable resolution of complaints can be promoted.

Definition of Complaint

A complaint is a concern in which an employee wants to discuss with his/her supervisor in an effort to resolve the matter. Complaints do not include personnel actions, such as performance evaluations, rate of pay, and position re-classification or position termination due to reduction in work force.

Definition of Grievance

A grievance is an employee's formal complaint resulting from, but not limited to, working conditions, disciplinary action, dismissal and/or actions taken against the employee which violates:

- a. Policy or involves an inconsistent application of that policy
- b. State or federal discrimination statutes
- c. Constitutional rights

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Client Services Offered

- a. Homemaker/Sitter Services:
Homemaker/Sitter Services are defined as provision/assistance with Instrumental Activities of Daily Living (IADLs) such as:
 1. Meal preparation
 2. Homemaking
 3. Laundry
 4. Shopping/errands
 5. Other duties outlined in the Service Agreement Plan of Care.
- b. Personal Care Services:



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The personal care services being rendered will include assistance with personal care and activities of daily living such as:

1. Bathing
2. Dressing
3. Walking/mobility
4. Transferring
5. Eating
6. Meal preparation assistance
7. Medication management/reminders
8. Transportation
9. Task/errands
10. Social activities and companionship

Another part of the service agreement entails assisting with minimum housekeeping. Medical services are not one of the functions of the caregiver(s). The client listed in the Services Agreement will be the only beneficiary of services by caregivers. DT MEDICAL STAFFING maintains and adheres with rules/regulations state and federal law as it relates to caregivers receiving payment of wages, workers' compensation, social security and other payroll taxes.

Initial _____

Emergency Phone List

DT Medical Staffing D/B/A DT MEDICAL STAFFING office has an emergency phone list with the names and home phone numbers of staff members and number for repair services or emergency assistance. You will be shown the list during orientation. If an emergency happens while you are at work, and you don't know what to do, use the emergency phone list to call for help.

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Client Abuse

Anyone who suspects or witness a client being abused or neglected is required by law to report that concern to the proper authorities. If you suspect that a client is being mistreated by a family member or staff member, notify your supervisor immediately. Your supervisor will notify the correct local or state authorities. The reporting process varies from state to state. You will receive copies of the resident rights and abuse reporting laws during your orientation process.

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Workplace Safety

Because we value you as a staff member and as a person, we want to help you stay healthy, strong and safe while you are working. No matter your role, there are safe and unsafe ways to do every job. Pay attention to the suggestions ahead to make sure you understand how to work safely.

Initial _____

ALL accidents can be prevented. Take responsibility. Think before you act.

Initial _____

Acknowledgment Statement

I understand and will abide by the Company's policies including those regarding appropriate conduct and notice of inappropriate conduct, safety and security procedures, use of company equipment and inspection and search policy.

I acknowledge that any debts owed the company can be deducted from my paycheck(s), including my final paycheck.

I acknowledged that the company's policies and procedures may be changed, interpreted, withdrawn or added to by the company at any time at the company's discretion and without prior notice to me and that after I have been advised of such changes, I will be responsible for adhering to any new policies outlined.

- I understand that my employment with DT Medical Staffing is not for any fixed period of time. I may resign at any time (after giving 2 weeks' notice) for any reason and the company may terminate my employment for any reason as long as it is not in violation of the law.*

Employee Signature:

Date: _____/_____/_____

Initial: _____

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Acknowledge of Receipt of: Emergency Procedures

Caregivers are instructed to call 911 in the event of a significant adverse change in the client condition and to call the office with any other questions or concerns. Emergency Medical Services will be summoned during emergency unless there is a written physician order in your record that reflects your wishes-consistent with the applicable Adult health Care Decision Act, declarations made by you under the act (Advance Directives), and/or other applicable law. In addition, caregivers are instructed to notify family members or other individuals you have identified in case of emergency. If there is a change in your condition and you need to notify the Care Manager, call the after hour number at (404) 222-9959 and if needed, call 911. Emergency contact information is located in the Communication Journal in the Client's home.

Initial _____

Tuberculosis (TB) Clinical Assessment

To ensure your health, the health of your clients and the community it is important to notify DT Medical Staffing if you currently have or if you develop any of the following symptoms or conditions:

1. Unexplained weight loss
2. Fever above 1000 degrees (F)
3. Night sweats
4. Unexplained fatigue or tiredness
5. Productive cough for more than two (2) weeks
6. Hemoptysis (coughing up blood)
7. Exposure to person with TB

I have reviewed and understand the above information. I certify that I do NOT currently have any of the symptoms or conditions listed above. I agree to notify DT Medical Staffing if I develop any of the symptoms or conditions listed above.

Student Signature: _____ Date:
____/____/____

Employee Signature: _____ Date:
____/____/____



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Witness: _____ Date: _____
____/____/_____

File Copy: _____

Student/Employee Copy: _____