Recreation Lead

Buddy Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Job Duties | Date | Trainer Initials | Buddy Initials  |
| **General: [list all that apply for your organization below are some examples]** |  |  |  |
| Review of Wellness Model |  |  |  |
| Review Job Description/Job Routines |  |  |  |
| Management Team Contact List |  |  |  |
| **Communication: [list all that apply for your organization below are some examples]** |  |  |  |
| Residents |  |  |  |
| Public |  |  |  |
| Families |  |  |  |
| Volunteers |  |  |  |
| Media |  |  |  |
| Co-Workers |  |  |  |
| **Policy and Procedure Manuals: [list all that apply for your organization below are some examples]** |  |  |  |
| Health and Wellness Manual  |  |  |  |
| Resident Care Manual  |  |  |  |
| **Resident Care Department ; [list all that apply for your organization below are some examples]** |  |  |  |
| Emergency Response |  |  |  |
| Transfer Forms |  |  |  |
| DNR Forms/Advanced Directives |  |  |  |
| Resident Files and Documentation |  |  |  |
| Resident Incidents - Procedure |  |  |  |
| Communication Notes |  |  |  |
| Resident Notes |  |  |  |
| Special needs of residents; awareness & identification of special needs |  |  |  |
| Census Forms |  |  |  |
| Tray Service |  |  |  |
| **Health and Wellness Department: [list all that apply for your organization below are some examples]** |  |  |  |
| Activity Calendar; planning, posting, evaluation, distribution/display etc. |  |  |  |
| Newsletter |  |  |  |
| Resident Monthly Meetings |  |  |  |
| Special events |  |  |  |
| **Forms:** |  |  |  |
| Attendance tracking |  |  |  |
| Catering Policy |  |  |  |
| Fund Raising events/Resident Activity Fund |  |  |  |
| Volunteer registration form, hobby checklist, confidentiality form, volunteer survey, orientation checklist |  |  |  |
| Progam Analysis Tracking Form |  |  |  |
| Program summaries |  |  |  |
| Quality Improvement Audits |  |  |  |
| Activities Budget |  |  |  |
| Activity Board |  |  |  |
| Location of supplies |  |  |  |
| Resident trips and transportation |  |  |  |
| Vehicle maintenance if applicable |  |  |  |
| Resident files and documentation |  |  |  |
| Special needs of residents; awareness & identification of special needs |  |  |  |
| Bar Management |  |  |  |
|   |  |  |  |
| **Pertinent Legislation: [list all that apply for your organization below are some examples]** |  |  |  |
| **Administration:** |  |  |  |
| Tenant Protection Act |  |  |  |
| Consent to Treatment Act |   |   |   |
| Labour Relations Act |   |   |   |
| Employment Standards Act |  |  |  |
| WHMIS |   |   |   |
| OH & S Act |   |   |   |
| Workers Safety & Insurance Bd |  |  |   |
| PIPEDA legislation |   |   |   |
| Liquor License Act |   |   |   |
| **Resident Services: [list all that apply for your organization below are some examples]** |   |   |  |
| College of Nurses Standards |   |   |   |
| Regulated Health Professionals Act |   |   |   |
| Health Care Consent Act |   |   |   |
| Coroners Act |  |  |  |
| **Food Services: [list all that apply for your organization below are some examples]** |  |  |  |
| Canada Food Guide |  |  |  |
| Hazardous Analysis Critical Control Point (HACCP) |  |  |  |
| Food Premises Act |  |  |  |
| **Enviromental: [list all that apply for your organization below are some examples]** |  |  |  |
| Canadian Electrical Code |  |  |  |
| National Building code of Canada |  |  |  |
| Fire Code |  |  |   |
| **Quality Improvement: [list all that apply for your organization below are some examples]** |   |   |   |
| Quality Improvement activities for recreation |   |   |   |
| Annual audit schedule |   |   |   |
| Corrective Action Forms |   |   |   |
| Resident Satisfaction survey |   |   |   |
| Risk Forms |   |   |   |
| **Payroll: [list all that apply for your organization below are some examples]** |   |   |   |
| Time Sheets |   |   |   |
| New employee checklist |  |  |  |
| Hiring process |  |  |  |
| Annual staff education/inservice requirements Upstairs Solutions |  |  |  |
| Documentation |  |  |  |
| Staff Schedules |  |  |  |
| **Committee and Meetings: [list all that apply for your organization below are some examples]** |  |  |  |
| Department meetings |  |  |  |
| Resident Monthly meetings |  |  |  |
| OH & S meetings |  |  |  |
| Food Committee meetings |  |  |  |
| Memo books |  |  |  |
| Notices |  |  |  |
| Distribution of Minutes |  |  |  |
| General Staff Meeting |  |  |  |
| **Resident Informantion: [list all that apply for your organization below are some examples]** |  |  |  |
| Multi Purpose Room Bookings and Agreements |  |  |  |
|   |  |  |  |
| **Additional Services: [list all that apply for your organization below are some examples]** |  |  |  |
| CCAC |  |  |  |
| Physio programs |  |  |  |
| Hairdressing |  |  |  |