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Meets State and Federal Standard

NEW HIRE ORIENTATION *Mandatory Review of P&P upon hire and 1-year anniversary*

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REQUIRED IN-SERVICES (Upon Hire and Annually)

All Personnel must take the HIPAA and Infection Control.

In addition, All Field Staff/Direct Care Staff, must take: Bloodborne Pathogens, Medical Device Act, and Tuberculosis.

Home Health Aides/CNAs, must take the additional (7) listed below within one year of hire for a total of (12).

It is the responsibility of the agency to facilitate a schedule of in-services for its employees and file evidence of completion in Personnel Files.

All Staff (upon hire and annually)

- HIPAA
- Infection Control

Direct Care Staff (upon hire and annually)

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|-------------------------------|---|
| • HIPAA | • Medical Device Reporting |
| • Infection Control | • Respiratory Disorders/Tuberculosis |
| • Bloodborne Pathogens | |

HH/CNA's (add seven additional in-services within first 12 months)

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|-----------------------------------|--------------------------|-----------------|
| ➤ Abuse, Neglect and Exploitation | ➤ Emergency Preparedness | ➤ Personal Care |
| ➤ Alzheimer's Disease | ➤ Biohazard | ➤ Handwashing |
| ➤ HIV Infection | | |