

Emerald Healthcare Services, Inc.

ORIENTATION / NEW HIRE CHECKLIST

NAME _____

SS# _____ Date of Birth _____

DATE RECEIVED

APPROVED BY

Philosophy, Purpose and Description of Services _____

Employment Application Attached _____

Employee Resume Attached _____

Job Duties, Responsibilities, and Ethics

W-4 Federal Withholding Form Attached _____

G-4 Georgia Withholding Form Attached _____

I-9 Employment Eligibility Verification Attached _____

Copy of: Driver's License & SS Card _____

Personnel Policies Form Completed, Signed & Attached _____

Pay Date vs. Start Date Explained to New Hire _____

Work Day/Hours Explained to New Hire _____

Holiday & Benefits Explained to New Hire _____

Use of Facilities and Equipment _____

Abuse Policies, Procedures & Reporting Requirements _____

Elder Abuse Reporting and Advance Directives _____

Client Rights _____

Handling Disturbances _____

Procedures for Handling Emergencies _____

TB Exposure Reporting _____

Medical Exam (TB) (Must be within 12 mos.) _____

Medical and Special needs of Clients _____

Characteristics of Clients _____

Confidentiality _____

Emergency Weather Procedures _____

CPR/ First Aide Certification _____

Employee Grievance Policies and Procedures _____

Medication Management

Drug Test Done?

yes _____ no _____ When _____

If no please explain _____

Criminal Background Check Completed _____

Date _____

Each document shall be completed in its entirety and attached to this form and submitted for approval. **Each area must be completed within 60 days of hiring.** Once approved, please forward to the Administrator. *This form must be signed by the administrator.*

Employees Signature

Date

Administrator

Date

Emerald Healthcare Services, Inc.

PERSONNEL CODE OF ETHICS;

The manner in which Emerald Healthcare employs and conducts business is extremely important to our success. We have corporate responsibilities to ourselves, our clients and the communities in which we do business in order to effectively provide premiere care and protect our corporate and professional image, we must strive to conduct our business in the most ethical manner.

Each employee is expected to read, understand, sign, date and comply with the company's **code of ethics**. This will be retained in their personal file to be reviewed annually.

The following standards will be adhered to with no exceptions:

1. Staff shall not enter into a personal relationship with their clients
2. Staff shall not give clients their home residence phone number - clients will be encouraged to call the central phone number for assistance after regular office hours
3. Staff shall not discriminate against any consumer or visitor based on race, religion, sexual orientation, economic conditions, or mental and physical challenges
4. Staff shall protect the rights of all clients by safe guarding clients physical safety at all times
5. Staff shall not use client's car for personal reasons
6. Staff shall not consume client's food or beverage
7. Staff shall not use client's telephone for personal calls
8. Staff shall not discuss political or religious beliefs, or personal problems with the client
9. Staff shall not accept gifts or financial gratuities (tips) from the client or client's representative
10. Staff shall not lend money or other items to the client; borrow money or other items from the client or client's representative
11. Staff shall not sell gifts, food, or other items to or for the client
12. Staff shall not purchase any items for the client unless directed in client care plan
13. Staff shall not bring other visitors (e.g., children, friends, relatives, pets, etc.) to the client's home
14. Staff shall not smoke in the client's home
15. Staff shall not report for duty under the influence of alcoholic beverages or illegal substances
16. Staff shall not sleep in the client's home
17. Staff shall not remain in the client's home after services have been rendered

I, _____ have read and do fully understand the ethics

(Print name)

Policy by EHS Inc. and will abide by the policy.

SIGNATURE

DATE

Emerald Healthcare Services, Inc.

INFECTION CONTROL

EHS staff shall observe the following procedures in the provision of services to prevent exposure to infectious disease. These procedures are universal precautions to prevent the spread of infectious diseases in compliance with occupational safety and health administration requirements (OSHA) and state regulations for home care providers. **All blood and body fluids with blood are to be treated as potentially infectious. General rule of thumb is hand washing before and after attending to client.** Wash hands and other skin surfaces immediately and thoroughly if soiled with blood or body fluids, and **change gloves after contact with each client.** Wash hands before and after giving care to clients. The administrator is responsible for ensuring that infection control is practiced.

A. Wear latex gloves when:

- Touching blood/body fluids, mucous membranes, or non-intact skin.
- Handling items or surfaces soiled with blood/body fluids visible with blood.
- Performing venipuncture and other vascular access procedures.
- Cleaning and decontaminating spills of blood/body fluids.
- Although no diseases are known to be spread by direct skin contact with feces or other body fluids, gloves should be worn when having contact with feces and any body fluids as a basic hygiene measure.

A. Standard housekeeping cleaning procedures to be used.

- For spills of blood and body fluids, wipe up spill with soap and water and then disinfect area with a commonly used germicide or freshly prepared 1:10 bleach solution (1 part bleach to 10 parts water).
- All soiled linen should be bagged at the location where it was used; it should not be sorted or rinsed in client-care areas. Linen soiled with blood or body fluids should be placed and transported in bags that prevent leakage.
- Linens and personal clothing items laundered should be washed using routine laundering procedures.
- Dish washing using routine cleaning procedures effectively destroys pathogenic (disease causing) organisms. Dishes of clients with hepatitis B or AIDS do not need to be separated from the rest of the facility clients. Do not share unwashed utensils or use common drinking glasses with any client.

Environmental procedures to be used:

- Use a gown or apron during procedures that are likely to generate splashes of blood or other body fluids. Universal precautions also recommend the use of masks/eye wear during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membrane of the mouth and nose/eyes.
- Dispose of secretions directly into the toilet. An individual toilet for a client is not required, but is recommended if the person has diarrhea.
- Care should be taken to prevent injuries caused by needles and other sharp instruments or devices.
- To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area.
- Direct mouth-to-mouth contact is not recommended. It is recommended that mouthpieces, ventilation bags or other ventilation devices be kept in areas where the need is predictable. However, if such devices are not available an employee should not hesitate to provide CPR (Cardiopulmonary Resuscitation) procedures
- I AM CPR & TB CERTIFIED, I WOULD REPORT TO **Emerald Healthcare Services**, ANY EXPOSURE TO TB & HEPATTIS B, WHETHER THE EXPOSURE OCCURRED ON OR OFF THE JOB. I SHALL REPORT THE EXPOSURE IMMEDIATELY TO **Emerald Healthcare Services**

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Emerald Healthcare Services, Inc.

Ethics – EMPLOYEE CONDUCT

It is very important that all staff, volunteers and visitors to the facility understand that as a private home care agency, clients are at their most vulnerable and therefore must be treated with dignity and respect.

The following standards will be adhered to with no exceptions:

1. Staff will not enter into a personal relationship with their clients
2. Staff will not give clients their home residence phone number-clients will be encouraged to call the central phone number for assistance after regular office hours
3. Staff will not physically abuse clients **or** other staff, **or** visitors
4. Staff will not discriminate against any consumer or visitor based on race, religion, sexual orientation, economic conditions, or mental and physical challenges
5. Staff will protect the rights of all clients by safe guarding clients physical safety at all times
6. Not discussing clients (or their affairs) (without proper authorization) with family, friends or associated not directly involved in the clients recovery
7. Safe guarding consumer files, notes and memos
8. Readily offer grievance information to clients
9. Using the client's car for personal reasons
10. Consuming the client's food or beverage
11. Using the client's telephone for personal reasons
12. Discussing political or religious beliefs, or personal problems with the client
13. Accepting gifts or financial gratuities (tips) from the client's representative
14. Lending money or other items to the client; borrowing money or other items from the client or client representative
15. Selling gifts, food, or other items to or for the client
16. Purchasing any items for the client unless directed in client care plan
17. Bringing other visitors(e.g., children, friends, relatives, pets, etc.) to the client's home
18. Smoking in the client's home
19. Reporting for duty under the influence of alcoholic or illegal substances
20. Sleeping in the client's home
21. Remaining in the client's home after services have been rendered

I, _____ have read and do fully understand the ethics
(Print name)
policy by Emerald Healthcare Services, Inc. and will abide by the policy.

SIGNATURE

DATE