



New Employee Training and Orientation Checklist (OPWDD)

Employee Name: _____ Date of Hire: _____

1. Welcome and Policy Review
 - a. Corporate Compliance Plan
2. Disaster Preparedness Plan
3. Emergency On-Call
4. Complaints and Grievances
5. Advance Directives
6. Participant Rights
7. PRAISE (to include Code of Conduct)
8. CORE Competencies for a DSP
 - a. Code of Ethics
9. HIV Confidentiality
10. Miscellaneous
 - a. OSHA/Back Safety
 - b. HIPAA and Confidentiality
 - c. Choking Prevention II- "Preparation Guidelines for Food & Liquid Consistency"
 - d. Principles of Human Growth and Development
 - e. Characteristics of the Persons Served
 - f. Infection Control/Blood Borne Pathogens
11. Choking Prevention Initiative I- "Prevention of Choking and Aspiration" (OPWDD Online Training)
12. Mandated Reporting (OCFS Online Training)
13. Documentation
14. Policies to Review

By signing and dating this form, you are attesting that you have completed the above trainings.

Name (signature)	Title	Date
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