



### Sign-off for Employee Orientation

Initials	
	Purpose of Home Care
	Client Services: Scope and Type of Client
	Client Rights and Responsibilities
	Client Complaints
	Documentation
	Reporting on the Client
	Confidentiality
	Duties and Responsibilities of Employees
	Incidents and Emergencies
	Reporting TB & Hepatitis
	Transportation of Clients
	Managing Client Funds

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_