



DOCUMENTS REQUIRED: RN/LPN, and Professional Staff

1. State of Florida License
2. Proof of Liability Insurance
3. CPR Card
4. HIV/AIDS Certificate (ORIGINAL 4 hrs and Update)
5. OSHA Certificate (Update)
6. Domestic Violence Certificate
7. Driver License
8. Auto Insurance
9. Proof of Citizenship/Residency (Voter registration, Resident Card, etc)
10. Social Security Card
11. Physical Examination (less than six (6) months or new request)
12. Criminal Background check (less than 2 years, or 1 money order for \$ 23.00)



MEDICAL SOCIAL WORKER COMPETENCY

Name: _____

TASKS/BEHAVIORS COMPLETED	DATE PERFORMED OR COMPETENT	INITIALS OF EMPLOYEE OR CONTRACTOR	COMMENTS
VALUES, ETHICS AND THEORETICAL PERSPECTIVES (Knowledge and value base, which is applied through skills/competencies)			
Assess and address values and biases regarding aging.			
Respect and promote older adult clients' right to dignity and self-determination			
Apply ethical principles to <i>decisions</i> on behalf of all older clients with special attention to those who have limited decisional capacity.			
Respect diversity among older adult clients, patients, families, and professionals (e.g., class, race, ethnicity, gender, and sexual orientation).			
Address the cultural, spiritual, and ethnic values and beliefs of older adults and families.			
Relate concepts and theories of aging to social work practice (e.g., cohorts, normal aging, life course perspective).			
Relate social work perspectives and related theories to practice with older adults (e.g., person in environment, social justice).			
Identify issues related to losses, changes and transitions over their life cycle in designing interventions.			
Support persons and families dealing with end of life issues related to dying, death and bereavement.			
Understand the perspective and values of social work in relation to working effectively with other disciplines in Home Care practice.			

TASKS/BEHAVIORS COMPLETED	DATE PERFORMED OR COMPETENT	INITIALS OF EMPLOYEE OR CONTRACTOR	COMMENTS
ASSESSMENT			
Use empathy and sensitive interviewing skills to engage older clients/patients in identifying their strengths and problems.			
Adapt interviewing methods to potential sensory, language, and cognitive limitations of the older adult.			
Conduct a assessment			
Ascertain health status and assess physical functioning (e.g., ADLs and IADLs) of older clients.			
Assess cognitive functioning and mental health status of older clients (e.g., depression, dementia).			
Assess social functioning (e.g., social skills, social activity level) and social support of older clients.			
Assess caregivers' needs and level of stress.			
PSYCHOSOCIAL (Describe mental status, coping ability, attitude, safety prognosis and implications, etc.)			
CURRENT LIVING SITUATION /SUPPORT SYSTEM (Describe relationships/communications/ interactions with family/caregiver/significant other, etc.)			
HEALTH FACTORS (Describe those factors that impede the POC from being effectively implemented, i.e., vision, hearing, nutrition, etc)			
ENVIRONMENTAL FACTORS (Describe those factors that impede the POC from being effectively implemented, i.e., transportation, safety, etc)			
PLAN OF CARE			
Counseling for long-range planning and decision making			
Community resource planning			

TASKS/BEHAVIORS COMPLETED	DATE PERFORMED OR COMPETENT	INITIALS OF EMPLOYEE OR CONTRACTOR	COMMENTS
Short term therapy, Initiate counseling			
Identify eligibility for services/benefits			
Nursing home placement assistance			
Alternate living arrangements, Financial resource information			
Arrange transportation for medical appointments, Arrangement of meal services			
Emotional support to patient, client, family			
Initiate abuse reporting mechanism			
Initiate referral to personal emergency response system			
Assessment of social and emotional factors			
Teach self-management skills, Crisis intervention			
Referral to support group(s), community resource(s)			
COMMENTS			

Home Care USA, Inc.

SIGNATURE OF EVALUATOR _____

SIGNATURE OF PRECEPTOR _____



Employee: _____

ORIENTATION CHECKLIST: PROFESSIONAL STAFF

Employee: _____

I. GENERAL ORIENTATION

- _____ AGENCY ORGANIZATIONAL STRUCTURE
- _____ PHILOSOPHY, GOAL & OBJECTIVES, MISSION
- _____ TOUR OF FACILITY
 - a) LOCATION OF ADMINISTRATIVE OFFICES
 - b) LOCATION OF EMERGENCY LIGHTS/EXITS
 - c) LOCATION OF FIRE EXTINGUISHERS
 - d) LOCATION OF FIRST AIDE BOX
 - e) EMERGENCY EVACUATION ROUTES
- _____ INTRODUCTION TO STAFF/CLIENTS
- _____ SCOPE OF SERVICES
- _____ EMPLOYMENT POLICIES/JOB DESCRIPTION
- _____ COMPLAINTS POLICY/GRIEVANCE FORM
- _____ PAYROLL
- _____ CORPORATE COMPLIANCE PLAN



II. CLINICAL ORIENTATION

- _____ CLIENT RIGHTS AND RESPONSIBILITIES
- _____ ADMISSION/DISCHARGE CRITERIA/THERAPY SERVICES
- _____ MEDICAL EMERGENCIES
- _____ PSYCHIATRIC EMERGENCIES
- _____ DOCUMENTATION REQUIREMENTS/TIME FRAMES
- _____ CLINICAL RECORDS

III. CONFIDENTIALITY/HIPAA GUIDELINES

- _____ CLIENT/FAMILY/SIGNIFICANT OTHER
- _____ PROGRAM/STAFF
- _____ INFORMATION

IV. SAFETY/RISK MANAGEMENT/INFECTION CONTROL

- _____ ACCIDENTAL/INCIDENT REPORTING
- _____ OSHA
- _____ UNIVERSAL PRECAUTION
- _____ BIOHAZARDOUS/INFECTION WASTE
- _____ HIV UPDATE
- _____ TB UPDATE
- _____ EMERGENCY PREPAREDNESS
- _____ FIRE DRILL
- _____ CARE OF ENVIRONMENT

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OF THE AGENCY AND HAVE HAD THE OPPORTUNITY TO HAVE ALL OF MY QUESTIONS/CONCERNS ADDRESSED TO MY COMPLETE SATISFACTION.

I AGREE TO ABIDE AND UPHOLD ALL POLICIES AND PROCEDURE, AND HAVE BEEN ADVISE THAT FAILURE TO DO SO MAY RESULT IN TERMINATION OF EMPLOYMENT.

I ALSO AGREE THAT AS A CONDITION OF EMPLOYMENT THAT I WILL PROVIDE THE AGENCY WITH A FOURTEEN (14) DAY WRITTEN NOTICE OF INTENT TO TERMINATE EMPLOYMENT.

EMPLOYEE SIGNATURE/TITLE

DATE



Employee: _____

JOB DESCRIPTION MEDICAL SOCIAL WORKER

Title: Medical Social Worker, services indicated for social or emotional difficulties of patient or caregiver that affect treatment or rate of recovery.

Qualifications: Master's degree in Social Work or other social sciences from an approved university, accredited school of social work. Must have at least one year's experience in social services.

Duties:

1. The Social Worker will assist the Administrator, the physician, and other members of staff of this Institution in understanding significant social and emotional factors related to the patients' health care problems.
2. Upon assignment of a patient to the care of this Institution, the Social Worker will assess the patient to determine those social and emotional factors which will enable us to estimate the patient's capacity and will enable us to estimate the patient's capacity and potential to cope with the problems of daily living.
3. The Social Worker shall be responsible for helping the patient and the patient's family to understand, accept and follow medical recommendations and will provide services planned to restore the patient to optimum social and health adjustment within his capacity.
4. The Social Worker shall assist patients and their families with personal and environmental difficulties which predispose toward illness or interfere with obtaining maximum benefits from medical care.
5. The Social Worker shall utilize all available resources, such as family and community agencies to assist the patient to resume life in the community or to learn to live within his/her disability.
6. In the case of patients with the Human Immunodeficiency virus (HIV) disease, the Social Worker will exercise greater understanding and compassion and will be particularly observant of the code on patient confidentiality.
7. Ensure HIPAA guidelines and procedures are maintained.

The Social worker shall not provide clinical counseling to patients or family members unless licensed pursuant to Chapter 491, F.S.

Administrator

Employee

Date