HCHB New Hire Training Checklist – Nursing

Instructions: Use this checklist as a guideline for training new staff on Homecare Homebase. Print this document and follow the step by step instructions below. Refer to http://hchb.bayada.com/ for **Resources** listed below.

1. Complete the **Modules** and **Training Objectives** in the order listed below.
2. Check the ✓**Demo Trainer** check box when trainer has completed demonstrations and instructions.
3. Check the ✓**Hands-on Employee** check box when employee has completed the hands-on practice.
4. Trainer and employee **Sign and Date** the checklist when all modules are complete and employee has demonstrated proficiency completing tasks.

Module 1	Training Objectives	✓Demo Trainer	✓Hands-on Employee	Resources/Location
Device training	Power on/off device Understand device maintenance Understand device support	☐	☐	Android User Manual • In R2 > Resource Center > PointCare manager > Android User Manual. Video - Device Start Guide DOC - Valet, Refresh, Renew Cheat Sheet - Android
Bayada email	Set-up Bayada email Access Bayada email	☐	☐	How to Set-up email
PointCare	Login to Point Care Understand basic navigation	☐	☐	Video - PointCare Device – Keyboard Settings Video - PointCare Rolling Calendar

Questions/Notes:

Module 2	Training Objectives	✓Demo Trainer	✓Hands-on Employee	Resources/Location
Synch Address Visits	**S**ynch the device **A**ccept the visit(s) **S**ynch the device	☐	☐	2-3 client assignments in TRN
Client Information	Review client history	☐	☐	Video– Introduction to HCHB Part 2a
Routine Visit (RNs and LPNs)	Start the visit Mileage Demographics Vital signs Physical Assessment Interventions Order(s) Supplies Goals Care Plan	☐	☐	HCHB User Guide – Nursing • Subsequent Visit Guide - Android HCHB "Cheat" Sheet of Interventions and Service Codes • Service and Exception Codes Cheat Sheet
Other	Client calendar Coordination notes	☐	☐	
Sign out	Complete/incomplete visit Synch device	☐	☐	

Questions/Notes:

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Module 3	Training Objectives	✓Demo Trainer	✓Hands-on Employee	Resources/Location
Synch Address Visits	**S**ynch the device **A**ccept the visit(s) **S**ynch the device	☐	☐	HCHB User Guide – Nursing 2-3 client assignments in TRN
Client Information	Review client information	☐	☐	HCHB User Guide – Nursing Video – Introduction to HCHB Part 2a
Start of Care Visit (RNs only)	Start the visit Mileage Demographics Entitlement Vital signs Physical Assessment Diagnosis Pathways Interventions Order(s) Supplies Goals Care Plan	☐	☐	HCHB User Guide – Nursing • SOC Visit Guide- Android HCHB "Cheat" Sheet of Interventions and Service Codes • Service and Exception Codes Cheat Sheet Video – Introduction to HCHB Part 2b, 2c
Other	Client calendar Coordination notes	☐	☐	Video – Introduction to HCHB Part 2c
Sign out	Complete/incomplete visit Synch device	☐	☐	

Questions/Notes:

Sign and date below when training modules are complete and employee is proficient in all appropriate tasks. File the signed checklist for future reference.

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Trainer/Super User   **Date**

Employee   **Date**