

Template/Format for in-house orientation for adult family homes. This is to be given to caregivers by AFH providers:

1. People who take this must have FOC.
2. Topics covered in orientation- There is no set number of hours, just coverage of content:
 - 1) The care setting.
 - 2) The Characteristics and special needs of the population served/supported.
 - 3) Life and fire safety, including:
 - a) emergency communication(including phone system if one exists);
 - b) evacuation planning(including fire alarms and fire extinguishers where they exist);
 - c) ways to handle residents injuries and falls or other accidents;
 - d) potential risks to residents or staff(for instance, aggressive resident behaviors and how to manage them;
 - e) the location of home policies and procedures.
 - 4) Communication skills and information, including:
 - a) Methods for supporting effective communication among the resident/guardian, staff, and family members;
 - b) Use of verbal and non-verbal communication;
 - c) Review of written communications and/or documentation required for the job, including the resident's service plan;
 - d) Expectations about communication with other home staff;
 - e) Whom to contact about problems and concerns.
 - 5) Universal precautions and infection control, including:
 - a) Proper hand washing techniques;
 - b) Protection from exposure to blood and other body fluids;
 - c) Appropriate disposal of contaminated/hazardous articles;
 - d) Reporting exposure to contaminated articles, blood, or other body fluids;
 - e) What staff should do if they are ill.
 - 6) Resident's Rights, including:
 - a) The resident's right to confidentiality of information about the resident;
 - b) The resident's right to participate in making decisions about the resident's care, and to refuse care;
 - c) Staff's duty to protect and promote the rights of each resident, and assist the resident to exercise his or her rights;
 - d) How and to whom staff should report any concerns they may have about a resident's decision concerning the resident's care;
 - e) Staff's duty to report any suspected abuse, abandonment, neglect, or exploitation of a resident;
 - f) Advocates that are available to help residents(LTC Ombudsman, organizations, etc...);
 - g) Complaint lines, hot lines, and resident grievance procedures.

- 7) Additional topics that pertain to particular home/setting(this is specialized to the particular home):
 3. Delivered by trainer who is the AFH owner/provider, in person and in house.
 4. Current user groups: caregivers in a particular adult family home.
 5. No, this training does not count towards other certification. This is setting specific.
 6. There is no charge to the user/caregiver as this is provided by the AFH.