

Supervisor Orientation Checklist

Name: _____

Date: _____

- ☐ Management and Facility data
- ☐ Readiness Scale
- ☐ Job Description
- ☐ Orientation Process for new staff
- ☐ Yearly Competencies – Credentials & Competency manual (binder)
- ☐ Facility meetings & Other Facility Expectations
- ☐ Employee Concern / Mentoring
- ☐ Admission Policy
- ☐ Medicare 101 A & B
- ☐ Rehab Optima Management Guide & video
- ☐ Managing Minutes including all EMR processes (Rehab Optima)
- ☐ Scheduling Process & Staffing needs: EMR (RO); Celayx; Travel Policy
- ☐ Shadow a Supervisor
- ☐ Insurance Verification Process
- ☐ Situational Leadership
- ☐ EOM reports: Metrics / Control Charts
- ☐ Shared Drive items: Daily Log, Screen tracking tool, dept safety compliance check, Insurance error Log
- ☐ Supervisor/ Computer Reports /Training – (Optima & PCC): include MDS/ GG
- ☐ Standard Staff Policies (See Orientation Checklist)