

Please read the complete Orientation Manual before signing this.

## ORIENTATION MANUAL CHECKLIST

**I. History & Vision**

**II. General Information**

**III. Job Performance Expectations**

**IV. Client Care**

**V. Bonus Programs**

**VI. Work-Related Injury Procedure**

**VII. Mandatory In-Service Subjects**

- **Client Confidentiality/Patient Rights**
- **Infection Control & Safety**
- **Abuse – Adult/Child**
- **HIPPA**

I HAVE BEEN ORIENTED TO ALL OF THE ABOVE QUEST STAFFING POLICIES AND PROCEDURES I UNDERSTAND THAT IF I DO NOT COMPLY WITH THE POLICIES AND PROCEDURES SET FORTH IN THE ORIENTATION MANUAL, I HAVE VOLUNTARILY QUIT EMPLOYMENT.

ACCORDING TO THE POLICIES OF QUEST STAFFING, AN EMPLOYEE MUST, UPON COMPLETION OF AN ASSIGNMENT, CONTACT QUEST STAFFING AND REQUEST PLACEMENT IN A NEW ASSIGNMENT. IF SUCH CONTACT IS NOT MADE, QUEST STAFFING WILL CONSIDER THE EMPLOYEE TO HAVE VOLUNTARILY QUIT EMPLOYMENT AND FUTURE ASSIGNMENTS MAY NOT BE OFFERED. IN ADDITION, IF A CLAIM FOR UNEMPLOYMENT BENEFITS IS FILED, FAILURE TO CONTACT QUEST STAFFING MAY AFFECT THE EMPLOYEE'S BENEFIT ELIGIBILITY.



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