

**ADMINISTRATOR-IN-TRAINING
ORIENTATION PROGRAM**

Note: Please check only those items that relate to the facility. The size and the location of the facility will cause certain items to be non-applicable. Extra spaces have been provided for additional items that may be unique to the facility and/or community.

ACTION	INITIALS		DATE COMPLETED
	NHA	AIT	
1. General Discussion			
a. Goals and objectives			
b. History of the facility			
c. Mission statement			
d. Philosophy			
e. Special home office requirements			
f. Scrapbooks			
g. Targeted market			
h.			
i.			
j.			
2. Complete tour of facility and grounds			
a. Alarm systems			
b. Circuit breakers/fuses			
c. Drug rooms			
d. Emergency fuel system			
e. Emergency generator			
f. Emergency medical equipment			
g. Fire alarm system			
h. Gas turn off			
i. Heating/A.C. system			
j. Hot water system			

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	NHA	AIT	
k. Kitchen			
l. Laundry			
m. Nurses station			
n. Parking lot			
o. Sewer outlet			
p. Sprinkler system			
q. Telephone system			
r. Ventilating system			
s. Water turn off			
t.			
u.			
v.			
3. People you should meet in the facility			
a. All supervisors			
b. All employees			
c. All residents			
d. All consultants including			
(1) ADA			
(2) ART			
(3) MSW			
(4) RN			
(5) Pharmacist			
(6)			
(7)			

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	NHA	AIT	
e. Attending physicians			
f. Medical director			
g. Security personnel			
h. Volunteers			
i.			
j.			
k.			
4. Tour of community and visit			
a. Accountant			
b. Attorney			
c. Ambulance service			
d. Churches			
e. Dentist			
f. Drug stores			
g. Educational institutions			
h. Emergency housing			
i. Employment security			
j. Financial institutions (banks)			
k. Fire station			
l. Funeral homes			
m. Government offices			
(1) City offices			
(2) County/parish offices			
(3) DHHS			

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ACTION	INITIALS		DATE COMPLETED
	NHA	AIT	
(4) Federal offices			
(5) Health			
(6) Social Security			
(7) Social services			
(8) State offices			
(9) Welfare			
(10)			
(11)			
(12)			
n. Home office/regional office			
o. Hospitals			
p. Mental health			
q. News media			
(1) Newspapers			
(2) Radio stations			
(3) T.V. stations			
(4)			
(5)			
r. Nursing homes			
s. Police department			
t. Post office			
u. Sheriff's office			
v. Transportation services			
w. Utility companies			

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ACTION	INITIALS		DATE COMPLETED
	NHA	AIT	
x. Vendors			
y.			
z.			
5. Location of files			
a. Committee meetings			
b. Complaint			
c. Consultant contracts			
d. Consultant reports			
e. Contracts (miscellaneous)			
f. Disaster drills			
g. Employee files			
h. Fire drills			
i. In-service records			
j. Inspections			
k. Insurance records			
l. Medical records			
m. Patient files			
n. Staff meeting minutes			
o.			
p.			
q.			
r.			
s.			

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ACTION	INITIALS		DATE COMPLETED
	NHA	AIT	
6. Attend meetings			
a. AAHA			
b. AHCA			
c. Civic clubs			
d. Consultants, exit interview			
e. Executive staff			
f. Family nights			
g. Home office			
h. In-service			
i. Resident council			
j. Staff			
k. Staffing residents			
l. Surveyors, exit interview			
m.			
n.			
o.			
p.			
q.			
7.			
a.			
b.			
c.			
d.			
e.			

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	NHA	AIT	
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
n.			
o.			
8. Location and how to use equipment			
a. Calculator			
b. Computer			
c. Copy machine			
d. Intercommunication system			
e. Telephone			
f. Typewriter			
g. Word processor			
h.			
i.			
j.			
9. Who do you contact?			
a. Electrician			
b. Insurance, claims			

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ACTION	INITIALS		DATE COMPLETED
	NHA	AIT	
c. Medical, first aid			
d. Minister/priest/rabbi			
e. Plumber			
f. Service contracts			
g. Suppliers			
h. Transportation			
i.			
j.			
10. Miscellaneous			
a. Special problems			
b. Special services			
c. Suits			
d. Union negotiations			
e. Work in progress			
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
n.			
o.			

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	NHA	AIT	
11.			
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			