

New Employee Orientation & Training Checklist

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Audience: HR and Compliance Officers

Purpose: Ensure compliance with onboarding requirements under CMS CoPs

Employee Name: _____ **Discipline:** _____

Start Date: _____ **Evaluator:** _____

CORE PERSONNEL DOCUMENTS

Checklist Item	Completed (✓)	Missing (X)	N/A	Notes
Signed Job Application (non-contract staff)				
Signed Withholding (W-4) Statement				
I-9 Employment Eligibility Verification				
Signed Job Description or Contract				
Copy of Driver's License (if applicable)				
Motor Vehicle Record (MVR) Check				
Background Check				
OIG Exclusion List Check				
Sex Offender Registry Check (if applicable)				
Conflict of Interest Disclosure (if applicable)				

HEALTH SCREENINGS & VACCINATIONS

Checklist Item	Completed (✓)	Missing (X)	N/A	Notes
TB Screening Documentation (initial & annual)				
Hepatitis B Vaccine or Signed Declination				
COVID-19 Vaccination/Declination				
Additional State-Specific Requirements				

ORIENTATION & MANDATORY TRAINING

Checklist Item	Completed (✓)	Missing (X)	N/A	Notes
Agency Orientation Completed				
Access to Personnel Policies Provided				
HIPAA & Confidentiality Training				
Infection Control Training				
Emergency Preparedness Training				
Abuse & Neglect Prevention Training				
CPR Certification (if applicable)				
Annual Education Requirements				

COMPETENCY & PERFORMANCE

Checklist Item	Completed (✓)	Missing (X)	N/A	Notes
Initial Skills Competency Checklist				
Annual Competency Reassessment				
On-Site Observation Visit (initial/annual)				
Waived Testing Training (if applicable)				
Special Treatment/Pharmaceutical Training (if applicable)				
Annual Performance Evaluation				
Qualification Verification (non-licensed personnel)				

Final Review

- Clearance for Fieldwork: ☐ Yes ☐ No
- Personnel File Review Complete: ☐ Yes ☐ No
- Evaluator Signature: _____
- Date: _____
- HR Department Approval: _____
- Date: _____