



Staff Management Manual Summary

Happy Customers keep rooms rented. Admissions are the primary link to the over all health of a person’s spiritual well being. With this manual set an Admission Leader can develop The Ultimate Admission Program for your Residents. This program will teach you how to get people and community groups into your facility to conduct Admissions for your residents.

One facility operator used this program and had 4 to 6 Admissions a day for her 24-bed facility! This resulted in filling her beds, **giving her a waiting list,** with doctor’s placing their parents there!

Once this awesome Admission program is implemented, it is practically self-sufficient. Our system helps you create a resident specific and group Admission program. Includes compliance with laws and regulations. The Admission Program is one of your most important **marketing assets**, and we will teach you how to increase your public exposure, and reduce your vacancies. Our Admissions section includes Monthly Theme Calendars, How to Utilize you local community assets “How to” Pages, Safety Information and much more. Admission Directors can introduce new exciting Admissions to residents and have endless resources for Admissions at their fingertips.

Residents who are unable to create meaningful things to do need to have Admissions and social relationships produced for them. The Admission Director produces and manages the Admissions and social needs for the residents. Admissions are the food of the soul. Admissions are to a facility, what butter is to bread. Every facility should be using this program. It greatly enhances the lives of all the residents, and creates a better living environment.

Duties Covered	Training Programs Covered
<ul style="list-style-type: none"> • Duty of Providing Admissions • Duty to meet Social needs • Safety Duties • Resident’s Rights 	<ul style="list-style-type: none"> • Admission Coordinator Training • Resident Records Training • Followup Training

Features & Benefits

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| ▪ Admission Safety Program | ▪ Quality Assurance Reports | ▪ Life Journals |
| ▪ Admission Staff Training | ▪ Information Documents | ▪ Admission Ideas |
| ▪ Volunteer Program | ▪ Psychosocial Needs | ▪ Song Books (on Web) |
| ▪ Admission Assessments & Forms | ▪ Sensory Training | ▪ Resident Specific Admissions |
| ▪ Admission Policies & Procedures | ▪ Outing/Auto Procedures | ▪ Group Admissions |
| | ▪ Community Resource Development | ▪ Required Record-keeping |

Added Benefits include:

- Assists in **proof of compliance** to laws and regulations
- Increases resident and staff safety.

User End Set-Up:

Used by Admission Director to Run Admission Program, one binder is used for Admission Management and the other is used for Admission and Volunteer Training.

Binders in Set: **2** - Admission Management Manual, Volunteer Training Manual

Amount of Forms: Approx. total page count:

ProvidersWeb's Mission

Our mission is to supply easy to use management tools, and step-by-step processes, which meet safety and quality standards for most of the care providers across the country.

Updates

Our wonderful ProvidersWeb staff keeps adding to and refining this manual as we see the standards & needs for the industry change. To get downloadable access to the latest versions of all of our policies, procedures, forms, from all of our manuals become a Supporting Member of www.ProvidersWeb.com. If you would like to be a special contributor and want to share additional ideas that would benefit all, please let us know.

Special Note

Providing social support by developing personal companionship with each resident is a primary duty for the Admission Director. In many ways, the Admission Director can easily become the most important person in a resident's life. Therefore, the Admission Director needs to see every resident every day. He or she has the duty to provide scheduled group Admissions, individual Admissions and meet the resident's needs for psychosocial support and personal friendship.

Check State Laws and Regulations, Not one size fits all.

This Manual is a basic, yet, comprehensive starting place. This product is not a one size fits all; rather a one size fits most. We cannot provide a manual that will meet the needs of every individual resident out there living in a care facility. It is the duty of the care giver(s) to find out needs and follow standard training and quality care and service procedures needed for their specific residents/clients.

We do base our standards slightly higher than most states regulatory requirements; however, it is the duty of the user to become familiar with their state laws and regulations. www.ProvidersWeb.com has free access to all the state links & regulations care facilities commonly need, and Basic Membership is Free. Be sure to read and utilize your state laws and regulations.

Important Note: The author, publisher, editor, and contributors are not responsible for any errors or omissions, or any consequences arising from any errors or omissions. We have many generic forms, policies and procedures, which should work well for you, but you will have to do your due diligence and check to make sure what you pick to use, meets with your current state and local requirements. Always seek the advise of your state licensing representative, legal representative and medical professionals if you have any questions or concerns.



Staff Management – This system has been designed to:

- Reduce Workmen's Compensation Claims
- Prevent lawsuits and decrease liability rates
- Legalities on hiring and firing
- Employee Manual Policies, including Flex Time Agreements
- Employee Orientation, Universal Precautions, Confidentiality Handbook, Personal Safety Handbook
- Reduce staff issues and turnovers
- Avoid wrongful terminations and unemployment claims
- Due Diligence Background checks
- Prevent sexual harassment and discrimination lawsuits

If you are going to be in business, you have to know the labor laws. This manual covers most everything you will need. How to, step-by-step, procedures, Disciplining, hiring, firing, wrongful terminations, Staff training Universal Precautions, Personal Safety Handbook, Confidentiality Handbook, Required Employee Orientation, Managing Worker's Compensation Claims, and prevention of claims. Over 50 employee manual policies including the latest requirements for leave of absences.

This manual includes:

- Employee Orientation Program
- Personal Safety Handbook
- Universal Precautions
- Termination and Discipline
- Workmen's Comp Monitoring
- Supervisor Requirements
- OSHA Documentation
- Employee Performance & Goal Setting
- Hiring and Firing – Background Checks
- Hazardous Materials Program
- Ergonomics
- Safety Committees
- Plus, tons of Forms, Policies and Procedures
- Information and Educational Documents
- Documented Training Programs

Added benefits include:

- Easy to understand labor law explanations
- Legal Supervision Requirements
- Over 50 employee manual policies
- Easy to understand ADA
- Legal Requirements for Pre-screening Applicants
- Required Staff Orientation Program
- Substantiate and certify adequate training was conducted which will result in reduced liability
- Decreased workers compensation claims
- Problem Resolution and Effective Communication
- Reduction of Labor Law Disputes
- Safety Program Compliance
- Essential Staff Training
- Teaches you how to legally use Independent Contractors.