

Place your facility logo here

## Operational Policy and Procedure

<b>Policy:</b> name of policy here	
<b>Division:</b> division or department name	<b>Policy Number:</b> should have prefix and number
<b>Contact:</b> Name of person responsible for div.	
<b>Status:</b> Approved	<b>Date Approved:</b> 6/23/07
<b>Date Reviewed/Revised:</b> 6/01/08, 6/01/09	<b>Effective Date:</b> 7/1/07
<b>Department:</b> Dept name here	<b>Page:</b> 1 of 1

**POLICY: This is the WHAT**

*Write the policy here. For example :*

All clients upon admission an orientation to their environment and program expectations within 24 hours of admission.

**PURPOSE: This is the WHY**

To provide a consistent and efficient process to assure all clients have been oriented to the facility and program expectations.

**PROCEDURE: This is the HOW**

- 1) Orientation packets will be given to all client upon admission by \_\_\_\_\_( job title)
- 2) (job title)\_\_\_\_\_ will, clients condition permitting, show the client the facility and review the contents of the orientation packet as ask the client if they have any questions.
  - a) If you need sub-steps
  - b)
- 3) The staff member that did the orientation will document that this was done in the client record.
  - a) etc.----

Approved: \_\_\_\_\_  
Job title of person responsible for this department(signature)

\_\_\_\_\_  
Date