Resident admission checklist

ONBOARDING CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Employee _____ Role _____ Start date _____

Buddy or manager _____

Admission

From the agreed move-in date to the end of the first month

TASK	DUE	DATE	INITIALS
Before arrival			
☐ Get the signed agreement and consent forms	Before day 1		
☐ Get the medication list and doctor's details, and arrange the pharmacy	Before day 1		
☐ Get the advance care plan and substitute decision-maker's details, if any	Before day 1		
☐ Prepare the room and any equipment they need	Before day 1		
First day			
☐ Welcome them and their family, and show them their room, the call bell and the dining room	Day 1		
☐ Take a photo for the medication chart and identity checks	Day 1		
☐ Check the medication brought in against the medication list	Day 1		
☐ Record allergies, diet and swallowing needs, and tell the kitchen	Day 1		
First week			
☐ Complete the falls, skin, pressure injury, nutrition and continence assessments	Week 1		
☐ Complete the cognition, mood and pain assessments	Week 1		
☐ Learn their history, routines and preferences from them and their family	Week 1		
☐ Write the care plan and go through it with them and their family	Week 1		
First month			
☐ Review how they have settled with them and their family	Month 1		
☐ Update the care plan from what you have learned	Month 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____