**Purpose**

1. To familiarize resident with environment, daily routine and services available
2. To assist the resident to adjust to the change in his/her living arrangements

# **Procedure**

1. Check unit to be sure all necessary equipment is in place
2. Greet the resident and family in a warm, friendly manner
3. Call the resident by name
4. Tour the facility with the resident and/or family
5. Introduce resident to staff
6. Identify the location of the telephone, business office, activity room, dining room and nursing station
7. Explain the daily routine, including meal times
8. Take the resident to his/her room, introduce to roommate (if applicable) and explain:
	1. Lighting system
	2. Call light
	3. Paging system
	4. Use of electrical appliances including bed adjustment mechanism
	5. Over-bed table
	6. Bedside table
	7. Storage closet
	8. Smoking rules
	9. Bathroom facilities and use of emergency call light
	10. Shower/tub facilities
	11. Storage areas for valuables
	12. Process used for identification (band, picture, etc.)
9. Explain visiting hours to resident and family if applicable
10. Ask if there are any questions and answer questions in an unhurried, courteous manner