

WCHO		<i>Policy and Procedure</i>	
Department Human Resources		# of Pages: 4	
Policy Name ORIENTATION PROCESS FOR NEW PERSONNEL AND CLINICAL STAFF		Type of Policy: [<input checked="" type="checkbox"/>] WCHO [<input type="checkbox"/>] Regional [<input type="checkbox"/>] Network	
Policy Number 05.004	Effective Date 11/1/07	Revision Date	Approval Date 10/16/07
Administrative/Board of Directors Sign Off			
Administrative Signature:			Date:
Board of Directors Signature:			Date:

I. PURPOSE

To establish a process to collect information and provide initial orientation to assure a staff member has been introduced to both the Washtenaw Community Health Organization (WCHO) programs/services and individual job responsibilities.

II. APPLICATION

All new employees of the WCHO.

III. DEFINITION

Standard Orientation: New Staff Orientation will include information about the job, required competencies, information about the WCHO and its network, the Office, mandatory trainings/meetings, Policies and Procedures and any other pertinent aspects related to the job.

IV. POLICY

There shall be an organized orientation program, including the assessment of competence related to staff assignment, for new staff

V. EXHIBITS

New employee orientation checklist

VI. REFERENCES

Orientation Process for New Employees & Clinical Staff

Page 1 of 4

WCHO Staff Competency policy

VII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Supervisor	<p>Provides new employee with orientation packet including a checklist of items to be covered over the course of orientation (Exhibit A).</p> <p>Reviews competencies required for position and distributes copy of competency notebook (refer to WCHO competency policy)</p>
WCHO Staff	<p>Completes/updates the checklist as the particular topic of orientation is completed. Also keeps copies of all trainings attended, and reviews during regular meetings with supervisor or at least annually at evaluation and development of the employee work plan.</p> <p>Ensures orientation is completed.</p> <p>Documents that an employee is competent to do job responsibilities or documents steps needed for employee to become competent, and updates documentation when an objective is met.</p> <p>Signs off on orientation checklist and forwards to WCHO personnel files</p> <p>Maintains completed orientation checklist in personnel file along with other required documentation.</p>

Exhibit A

Task	Person Responsible	Time Frame	Initial when complete	Supervisor Initial
Welcome Packet	Doris	1st day		
Review Job description		1st day		

ABOUT THE WCHO				
Organizational Ethical Code		1st week		
Corporate Compliance and Sanctions Policies		1st week		
Strategic Planning		1st week		
Mission, Vision Values		1st week		
Philosophy		1st week		
Quality improvement		1st week		
Competencies for the Job		1st week		
Professional development		1st week		
Supervision		1st week		
Organizational Chart		1st week		
WCHO description		1st week		
JCAHO requirements		1st month		

OFFICE RELATED				
Computer/shared drive		1st week		
Email, Fax, and Workstation Use Policies		1st week		
Calendar System		1st week		
Time Off requests		1st week		
Mileage/traveling to sites		1st week		
Voice Mail		1st week		
General Office Procedures		1st week		
Copy machines		1st week		

Mailing materials		1st week		
Request Forms		1st week		
Receipts		1st week		
Time Sheets		1st week		

MANDATORY TRAININGS/MEETINGS				
Confidentiality Training	Sign up	30 days		
Basic Rights	Sign up	30 days		
Environmental Safety	Sign up	30 days		
Blood Borne Pathogens	Sign up	30 days		
Person Centered Planning Philosophy		2 weeks		
Introduction to Quality Improvement	QI Coordinator	2 weeks		

POLICIES AND PROCEDURES				
Review Policies		2 weeks		
Review Privacy Notice		2 weeks		
Review Safety manual		1st week		
County ID		1st day		

OTHER RELATED TO JOB				