

New Hire Orientation Agenda

- I. Attendance sign-in
- II. History and philosophy of the organization
- III. Organizational policies and procedures
 - A. Patient Related:
 - 1. Patient rights/responsibilities
 - 2. Patient confidentiality
 - 3. Reporting of patient concerns
 - 4. Code call and response
 - 5. Reporting of suspected patient abuse
 - 6. Patient access to protective service agencies
 - B. Organizational - General:
 - 1. Solicitation
 - 2. Smoking
 - 3. Routine operational policy/procedure overview
 - C. Personnel Related:
 - 1. Payroll procedures
 - 2. Attendance
 - 3. Vacation/holidays/sick leave
 - 4. Rideshare program
 - 5. Sexual harassment
 - 6. Standards of conduct

IV. Safety - Personnel and Patient

1. Reporting of medical health care errors
2. Reporting of medication errors
3. Personnel safety issues
4. Patient safety issues and requirements

V. General Fire

VI. Emergency Preparedness

VII. Blood Borne Pathogen - exposure, reporting and standard precautions

VIII. Referral to department specific orientation program

IX. Question/Answer period

X. Adjournment