

Campus Orientation Program/Agenda

LSUHSC-S

Name _____

Employee ID _____

Department _____

Orientation Date _____

Please initial each box for presentations that you attended.

- 8:00 a.m. **Sign in; pick up packets**
"Welcome To LSUHSC-S" video/ DVD
- 8:05 a.m. **Human Resource Management**
Welcome, Review Agenda and Packet Materials
- 8:30 a.m. **Hospital Administration**
Welcome, Mission Statement, History, Organizational Structure, Governance, Maintaining Patient/ Medical Center Confidentiality, JCAHO-Process and Importance, Quality Improvement Process and Importance, National Patient Safety Goals, Safe Haven Law and LA State Emergency Task Force Codes
- 8:50 a.m. **Payroll**
Pay periods; direct deposit; check distribution; lost or stolen checks
- 9:00 a.m. **Louisiana Organ Procurement Agency (LOPA):** Mission, Vision, Commitment, Donation.
- 9:10 a.m. **Infection Control**
Standard Precautions, Blood borne Pathogens, Tuberculosis, Work Area Policies
- 9:25 a.m. **Introduction to Vendor Fair**—Supplemental Retirement Plans/ Deferred Compensation
- 9:35 a.m.** ---**Break /VENDOR FAIR: Meet Representatives; Receive Information:** Credit Union, Optional Retirement Plans Supplemental Retirement (403(b) Plans); Prepaid Legal
- 9:55 a.m. **LSUHSC-S University Police:** Bomb Threat, Personal Safety, Security Measures, Reporting Process, ID Badges, Parking Safety, "Code Pink"—*abducted/taken infant*, Workplace Violence Policy
- 10:25 a.m. **Information Security**
Passwords; Proper network use; Reporting Security Incidents
- 10:35 a.m. **Safety Management**
Fire Safety, Electrical Safety, No Smoking Policy, Sharps Disposals, On-The-Job Injury Reporting, On The Job Injury Treatment, Immunization Requirements, Material Safety Data Sheets, Radiation Safety, Hazard Communication; Emergency Preparedness
- 11: 15 a.m. **Patient Care Services:** Patient Abuse & Neglect Policy
- 11:30 a.m. **Human Resource Management**
Customer Service Philosophy and Overview
Employee Policies and Procedures: Drug Free Workplace, Employee Assistance Program, Call in, Sexual Harassment, Inclement Weather, Dress Code, Performance Planning and Review
Civil Service Rules and Regulations video
- 12:30 p.m.** **Lunch-- (on your own)**
- 1:00 p.m. **EMPLOYEE BENEFITS**
Retirement, Health/Dental, Vision, Long Term Disability, Life Insurance, Cafeteria Plan

I have completed orientation on the subject matters listed above:

Signature _____

Date _____

HRM Representative _____

Date _____