

## Employee Orientation Guidelines

### Objective:

The orientation of new employees was developed to insure all newly hired staff receives information that prepares the employee for the work environment.

### Directive:

In coordination with the managers from the sections of radiology the Educational Coordinator will assume the responsibilities of basic orientation for all radiology employees.

### Policy:

1. The following check off sheets will be given to each new employee. Each topic will be discussed with the employee by the appropriate persons.

### Department Orientation Essentials

Name: \_\_\_\_\_ date of hire: \_\_\_\_\_

#### 1. Check – In Procedure

- \_\_\_\_\_ A. Application and other Human Resources paperwork/requirements
- \_\_\_\_\_ B. Parking/Access to Medical Center
- \_\_\_\_\_ C. ID Badge & Film Badge
- \_\_\_\_\_ D. License/Credentialing/Individual Responsibility
- \_\_\_\_\_ E. Medical Center Orientation (date: \_\_\_\_\_)
- \_\_\_\_\_ F. Employee Health (Purpose & Services) appt. date: \_\_\_\_\_

#### 2. Department/Organization

- \_\_\_\_\_ A. Organization/Structure/Available Resources (Library, Interpreters, etc.)
- \_\_\_\_\_ B. Mission statement/Goals of Institution and Department (Hospital Policy 1.1.)

- \_\_\_\_\_ D. JC – Accreditation process, importance, employee’s role and responsibility, variance reporting
- \_\_\_\_\_ E. Performance Improvement: purpose, monitoring, employees role/responsibility
- \_\_\_\_\_ F. State laws: \_Consent, \_Practice Act, \_Advance Directives, \_Organ Procurement, \_Purchasing Procurement, \_Travel, \_Gratuities, \_Other (list)
- \_\_\_\_\_ G. Tour of Medical Center/Work Area
- \_\_\_\_\_ H. Communications processes: \_Phone usage, \_e-mail, \_Confidentiality, \_Beeper System, \_Dept. sign out board
- \_\_\_\_\_ I. RMS \_log on ID, class date: \_\_\_\_\_, PACS \_ log on ID,
- \_\_\_\_\_ J. Invision Training (connects)

### **3. Job Description/ Responsibilities**

- \_\_\_\_\_ A. Job description: review, available copy
- \_\_\_\_\_ B. Relationship of job to the Medical Center and its staff
- \_\_\_\_\_ C. Annual merit and rating reviews
- \_\_\_\_\_ D. Performance/reappointment evaluation: review, available copy

### **4. Policies/Rules/Regulation/Procedures**

#### *A. Hospital Policies*

- \_\_\_\_\_ Review of Manuals: \_Hospital Policy & Procedure, Department Policy & Procedure, \_Safety, \_Infection Control, \_Administrative Directives, \_Hospital Formulary, \_MSDS, \_Other (list) \_\_\_\_\_
- \_\_\_\_\_ No smoking
- \_\_\_\_\_ Discipline Grievance
- \_\_\_\_\_ Check out/Separation

*B. Department Policies*

- \_\_\_\_\_ Policy Manual Review
- \_\_\_\_\_ Dress Code (connects)
- \_\_\_\_\_ ID Badge (connects)
- \_\_\_\_\_ Time/attendance/work schedule/OT codes, TACS System (connects)
- \_\_\_\_\_ Call-in procedure (connects)
- \_\_\_\_\_ Leave requests & reporting to work policies (connects)
- \_\_\_\_\_ Break/lunch/dinner periods (connects)
- \_\_\_\_\_ CPR/ACLS/Other certifications appropriate for area: All personnel should be taught how to respond to emergent, life-threatening events involving patients, visitors, and employees
- \_\_\_\_\_ Education: Mandatory requirements, in-service requirements, attendance and significance to merit/performance evaluations, re-credentialing, re-certification and competency.
- \_\_\_\_\_ Charting, documentation, and billing (connects)
- \_\_\_\_\_ Ethics
- \_\_\_\_\_ Professional affiliations and payments

*C. Customer Relations*

- \_\_\_\_\_ Patient rights/responsibilities
- \_\_\_\_\_ Financial Counseling/classification
- \_\_\_\_\_ Confidentiality – patient records, privacy, release of information signed agreement
- \_\_\_\_\_ Staff behavioral expectations to all persons who enter the Medical Center Complex

*D. Disaster/Emergency Preparedness*

- \_\_\_\_\_ Emergency ID Paging Codes: Dr. Red, Mass Casualty Plan, Code 99, Dr. Pink (HANG TAGS)
- \_\_\_\_\_ Fire Safety: Overall hospital/school plan, department specific plan, drills, employee role and responsibility (HANG TAGS)
- \_\_\_\_\_ Disaster Plan: Overall plan, drills, call-back procedure, back-up communication system, obtaining needed supplies
- \_\_\_\_\_ Inclement Weather Plan: Overall plan, department plan, employee responsibility
- \_\_\_\_\_ Code Response: In-house, off-site, 911

*E. Safety/Risk Management*

- \_\_\_\_\_ Review of Safety Manuals, location
- \_\_\_\_\_ Hazardous Material and Waste: Procedures and Precautions
- \_\_\_\_\_ Materials Safety Data Sheet, location
- \_\_\_\_\_ Safe Medical Device Act
- \_\_\_\_\_ Equipment maintenance and safety: dept/hospital policy, employee's role and responsibility, equipment reporting process, department routine maintenance procedures
- \_\_\_\_\_ Film Badges, other safety devices
- \_\_\_\_\_ Hospital Safety Program: Department Safety Inspection, Job Safety Analysis. Etc.
- \_\_\_\_\_ Employee Safety Responsibility: Reporting hazardous spills, faulty equipment, unsafe acts, etc.
- \_\_\_\_\_ Fire Safety
- \_\_\_\_\_ Occupational Health: Services, clinic hours, after hour services (ER), exposure reporting, On-the-Job-Injury reporting

\_\_\_\_\_ Review of Department Specific plan: \_fire, \_utility outages, and  
\_security incidents, \_call 56165, \_reporting procedure (variance  
report) \_electric, \_water, \_medical gas, \_vacuum, \_tube system

I have completed a review of the noted items.

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Education Coordinator: \_\_\_\_\_

2. Section specific orientation will be conducted by the specific department the employee was hired. Section specific orientation plans and documentation will be reviewed by the education coordinator and the section manager to ensure all regulatory and accreditation requirements are met.
3. Orientation programs will be reviewed on an annual basis.

Revised: 12/10  
Revised: 01/09  
Reviewed: 05/08  
Revised: 12/10/06