

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

Title: New Employee Orientation
Policy Number: HW133
Regulation:

Effective Date: 9/12/2005
Med Staff:
Admin:

I. POLICY

The purpose of this policy is to ensure that new hire employees and contract staff receives sufficient orientation to enable them to perform their assigned duties. It is the responsibilities of each supervisor to require new employees to participate in the New Employee Orientation.

II. DEFINITIONS

N/A

III. RESPONSIBILITY

Department Heads and Department Supervisors

IV. EQUIPMENT

N/A

V. PROCEDURES

INFECTION CONTROL: N/A

1. After the Administrator has approved the new hire employee, the Department Head contacts Human Resources with the appropriate hiring information.
2. The Human Resources department provides the Department Head with physical, lab and x-ray forms to be used during the employee's physical.
3. The Department Head contacts the new hire employee's departmental supervisor who is responsible for scheduling orientation with the Orientators.
4. The Human Resources department provides the "Orientation Checklist" form.
5. The department check list is to be created and used by the Supervisor with the hospital-wide "Orientation Checklist" to insure all orientation matters have been covered.
6. The Department Head is responsible for seeing that the departmental supervisor completes the orientation and returns the "Orientation Checklist" to Human Resources no later than 14 days.
7. In the event that the "Orientation Checklist" is not returned or returned incomplete, Human Resources will give the form to the Department Head for completion.
8. The completed "Orientation Checklist" will be placed in the employee's personnel file.

VI. DOCUMENTATION

N/A