Baptist Health South Florida

POLICY NO.: BHSF-1400
TYPE: Administrative

POLICY TITLE: New Employee Orientation

Responsible Department: Human Resources

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SUMMARY & PURPOSE:
The purpose of this policy is to explain the new employee orientation process and establish the procedure for performing and monitoring this process.

POLICY:
New Employee Orientation is a program whose purpose is to welcome all new employees to the organization and to provide them with information needed for their success and well-being at work.
New Employee Orientation Requirements vary for the following categories:

- New Employee to Baptist Health South Florida.
- Rehire
- New Leader to Baptist Health South Florida.
- Employee transferring between Baptist Health South Florida entities.
- Contract Staff, Agency Staff, Vendors, Forensic Staff, and Students

New Employee to Baptist Health South Florida:
All new employees are required to complete the New Employee Orientation Program on their first day of employment or at the first available orientation, but no later than 30 days after employment.

Employees whose first day of employment takes place in their department will be provided with department orientation and safety training before they begin work. Employees attending orientation will receive their normal pay rate unless otherwise specified.

If a new hire, cannot complete the general orientation program within the first 30 days of employment, the new hire must complete the compliance modules or annual required education. The new hire must be scheduled to complete the next available New Employee Orientation Program.

Rehire:
Former employees returning to BHSF within one year from termination date may not be required to attend the

new Employee General Orientation Program.

New Leader to Baptist Health South Florida:
In addition to complying with the New Employee section of this policy listed above, all new leaders (employees in the role of Supervisor, Assistant Manager, Manager, Director, Assistant Vice President, Vice President, or CEO) are expected to attend the New Leader Resource Orientation in the quarter following being hired into a leadership role at Baptist Health South Florida.

Employee Transferring between Baptist Health South Florida Entities:
Employees transferring between BHSF entities (e.g. from South Miami Hospital to Homestead Hospital) may be required to attend New Employee Orientation. In addition, upon start at the new entity, they must complete Department Orientation and safety training.

Contract Staff, Agency Staff, Vendors, Forensic Staff, and Students:
Workers in the above listed categories who are not Baptist Health South Florida employees must complete the designated Annual Required Self Study booklet. Some may participate in BHSF general and/or Nursing Orientation if stipulated in agreement between BHSF and agency.

SCOPE/APPLICABILITY:
This policy applies to all Baptist Health South Florida employees as well as contract staff, agency staff, vendors, forensic staff, and students.

PROCEDURES TO ENSURE COMPLIANCE:
Onboarding and Employee Development is responsible for coordinating the content and presentation of the new employee orientation in conjunction with key functional areas across the health system. The program shall meet the educational requirements of TJC, HRS, OSHA and other regulatory agencies and will include the following:

- Mission/Vision of the Organization.
- Critical Success Factors of the organization.
- Service Excellence.
- Corporate Compliance Program.
- General Performance Expectations.
- Human Resources Information.
- Cultural Diversity.
- Employee Health/Wellness Advantage programs.
- Employee Benefits information.
- Culture of Patient Safety.
- National Patient Safety Goals.
- Performance Improvement.
- Risk Management.
- Infection Control information and OSHA Requirements.
- Core Measures.
- Environment of Care and Safety.
- EMTALA.
- HIPAA.
- Patient Rights and Responsibilities.

Department Directors are responsible for ensuring that all employees new to their department have complied with this policy.

Managers are able to access completion records through the learning management system to monitor compliance.

SUPPORTING/REFERENCE DOCUMENTATION:
N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:
BHSF Administrative Policies – Human Resources

- 1450 Department/Job Orientation
- 5150 Introductory Period of Employment
- 4300 Mandatory and Professional Development Employee Education
- 4400 Affiliating Schools of Nursing and Allied Health Programs

ENFORCEMENT & SANCTIONS:
Violations of this policy may lead to disciplinary action up to and including termination.