	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR400
		Effective Date	July 19, 2010
	<b>Subject</b> New Employee Orientation	Page	1 of 3
		Supersedes	October 1, 2006

## **POLICY**

Weekly Orientation sessions will be held in order to welcome and acquaint new Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) employees to the organization's operations, programs, benefits and Joint Commission on Accreditation of Healthcare Organizations requirements.

All new employees of JHHSC/JHH must attend orientation in order to meet all legal and regulatory requirements. New employees may not begin employment in the hiring department without first attending the orientation session. New employees attending orientation will be required to stay both days and sign a form acknowledging their attendance and receipt of adequate information. Non-benefit eligible employees are not required to attend the Benefits portion of orientation. The following departments present or are represented at orientation:

- HR Benefits Office
- Service Excellence
- Pastoral Care/FASAP/WorkLife
- HR EEO/AA/Diversity
- Infection Control
- International Services
- Johns Hopkins Federal Credit Union
- JHHS Compliance Program/ HIPAA
- Employee Records
- Organizational Development & Training
- Patient Safety
- HR Pension
- Lincoln 403B
- *Wellnet*
- Quality Improvement
- Safety/Utilities
- Security, Parking & Transportation
- Joint Commission

## **Schedule**

Orientation will be held each Monday and Tuesday. If Monday is an observed holiday, orientation will be held Tuesday and Wednesday. If an observed holiday occurs beyond Tuesday, there will not be an orientation for that week.

## **Non-JHHSC/JHH Personnel Orientation**

Individuals who are not employees of JHHSC/JHH, but receive a JHHSC/JHH identification badge and have access to patients or provide a service to patients and/or employees, must receive a documented orientation, exclusive of benefits information.

## **JHHSC/JHH Rehire Orientation**


Individuals originally hired on or after November 1, 1996, and are returning to JHHSC/JHH within one year, may be eligible for an abbreviated orientation session. The Department of Human Resources Office of Career Services will determine if an employee is eligible for the abbreviated session. If an employee is eligible, employment in the hiring department may not begin without first attending the abbreviated orientation session.

## **Transfers and/or Promotions**

An employee may need to attend orientation if he/she is going from temporary to regular status, if their union status is affected or from a 0-19 hour position to a 20 hour or more position. Attendance at orientation will be determined by the Office of Career Services.

## **REFERENCE**

29 CFR 1910 OSHA  
 JCAHO Standard HR.4

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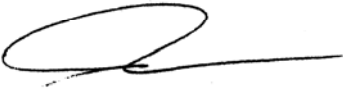
**SPONSOR**

Vice-President of Human Resources

**REVIEW CYCLE**


Three (3) years

**APPROVAL**



\_\_\_\_\_  
 Vice President, Human Resources

\_\_\_\_\_  
 7/19/2010  
 Date

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### Amendment Record

Date	Page	Details of Amendment
7/1/03	1	Added departments presenting in Orientation
7/1/03	1	Added the following: <u><b>JHHSC/JHH Rehire Orientation</b></u> Individuals originally hired on or after November 1, 1996, and are returning to JHHSC/JHH within one year may be eligible for an abbreviated orientation session. The Office of Career Services will determine if an employee is eligible for the abbreviated session. If an employee is eligible, employment in the hiring department may not begin without first attending the abbreviated orientation session.
7/1/03		Deleted orientation schedule