	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR400
		Effective Date	October 1, 2006
	Subject New Employee Orientation	Page	1 of 3
		Supersedes	July 1, 2003

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 at orientation:

- HR Benefits Office
- Corporate & Community Services
- Campus Redevelopment
- HR Employee & Labor Relations
- HR EEO/AA/Diversity
- Occupational Health/Infection Control
- Pastoral Care/FASAP
- International Services
- Information Management (JHMCIS)
- Johns Hopkins Federal Credit Union
- JHHS Compliance Program/ HIPAA
- HR Employee Records
- Organizational Development & Training
- Patient Safety
- HR Pension
- Patient & Visitor Services/Home Care
- *Wellnet*
- Performance 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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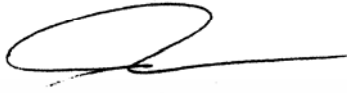
SPONSOR

Vice-President of Human Resources

REVIEW CYCLE


Three (3) years

APPROVAL



 Vice President, Human Resources

 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>JHHSC/JHH Rehire Orientation</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