	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	<i>Policy Number</i>	OE400
	<i>Subject</i>	NEW EMPLOYEE ORIENTATION	<i>Effective Date</i>
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POLICY

Weekly Orientation sessions will be held in order to introduce new Johns Hopkins Health System Corporation (JHHSC) and Johns Hopkins Hospital (JHH) employees to the organization through presentations from various departments. Joint Commission requirements, Human Resources policies, Benefits programs, and an overview of selected department services and resources will be covered. Orientation will be held each Monday and Tuesday or Tuesday and Wednesday if Monday is an observed holiday. If an observed holiday occurs beyond Tuesday there will not be an orientation for that week.

All new employees 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. All 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.

Non-JHHSC/JHH Personnel Orientation

Individuals who receive a Johns Hopkins Health System Corporation or Johns Hopkins Hospital 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.

Transfers and/or Promotions

An employee may need to attend orientation if he/she is going from temporary to regular status or from a 0-19 hour position to a 20 hour or more position.

REFERENCE

29 CFR 1910 OSHA
 JCAHO Standard HR.4

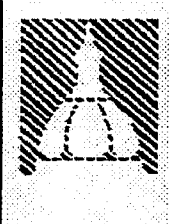
RESPONSIBILITIES

Orientation Coordinator

Coordinates preliminary arrangements, orientation schedule and agenda, facilitates weekly orientation sessions, documents employee attendance, collects and ensures completeness of all documentation. Delivers completed employee files to Employee Records.

The following offices: Employee & Labor Relations, EEO/AA/Diversity, Transportation and Parking, Johns Hopkins Federal Credit Union, Benefits, Pensions and Tax Deferred Annuities, Utilities, Patient and Visitor Services, Security, Occupational Health, Infection Control, Corporate & Community Services, International Services, Pastoral Care, JHHSC Compliance Program, Performance Improvement, Information Management (JHMCIS), Safety, Faculty and Staff

Ensures that a designated representative and back up are available to make weekly presentation. Providing materials and/or handouts.

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Assistance Program, Organization Development and Training

Office of Career Services

Conducts pre-employment processing. (i.e. application, background check, I-9, etc.)

Schedules new employees for orientation and set up Occupational Health appointment.

Compiles or generates new employee file.

Generates orientation list and distributes to Orientation Coordinator.

Occupational Health

Conducts pre-employment health screenings. Provides documentation of the new employees' job readiness.

Organization Development and Training

Coordinates and facilitates the Employee Orientation Program

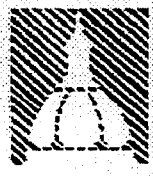
PROCEDURES

Prior to Orientation Day

1. Office of Career Services
 - a. Schedules new employee for orientation.
 - b. Contacts Occupational Health to set up health screening for new employee two weeks prior to orientation.

2. Occupational Health
 - a. Conducts health screening. After the health screening, issues new employee a clearance slip indicating whether or not they can be hired by the institution.

3. Office of Career Services
 - a. Upon receiving OHS clearance slip, confirming job readiness, the employee is provided with a Benefits packet and a Pre-Orientation packet, which contains the orientation fact sheet, tax forms, and instructions for orientation and ID badge instructions containing tax forms, and the orientation fact sheet.
 - b. Generates orientation list and distributes to the Orientation Coordinator.
 - c. Forwards employee files to Orientation Coordinator.

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4. Orientation Coordinator

a. Coordinates preliminary arrangements for orientation session.

Orientation Day 1

1. Orientation Coordinator

- a. Greets new employees and directs/facilitates orientation session proceedings, which includes the sign-in process and packet distribution.
- b. Reviews and collects all forms necessary to complete the employee file. Ensures all employees obtain ID badges.
- c. Presents the History/Mission and United Way information.

2. Office of Employee & Labor Relations

- a. Explains to bargaining and non-bargaining employees the purpose of the handbook, probationary periods, work hours, internal communications, locations of staff bulletin boards, promotional opportunities, standards of conduct, procedures for problem-solving, and separation methods.

3. EEO/AA/Diversity

- a. Informs new employees of the Hospital's EEO/AA policy and diversity initiatives.

4. Transportation & Parking

- a. Informs new employees of transportation and parking resources, rates and restrictions.

5. Credit Union

- a. Provides information on the benefits of joining the Credit Union.

6. Orientation Coordinator

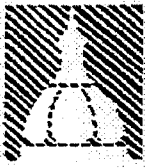
- a. Guides new employees on a tour of the Hopkins campus and familiarizes them with the campus vocabulary.

7. Benefits Office

- a. Provides detailed information and documentation pertaining to all benefits available to employees.

8. Pensions

- a. Presents information on the hospital's pension plan and Tax Deferred Annuity (TDA) programs.

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9. WELLNET

b. Presents information regarding obtaining and/or maintaining good health.

10. Orientation Coordinator

a. Wrap-up and evaluation of the day's session and collects paperwork.

Orientation Day 2

1. Utilities

a. Informs new employees of when and where to call in the event of facility system failures, i.e. plumbing, electrical, structure, phone, etc.

2. Patient and Visitor Services

a. Conducts an educational session regarding patient rights and responsibilities, patient complaints and patient services.

3. Security

a. Provides information about security procedures through pamphlets and demonstrations.

4. Occupational Health

a. Discusses OSHA standards as they relate to the workplace.

b. Presents information regarding pre-placement screening, preventative medicine, fitness for duty evaluations, HIV testing and work related injury process.

c. Presents video on blood borne pathogens.

5. Infection Control

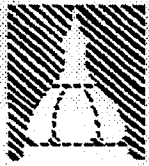
a. Presents information on prevention, control, and transmitting infections. Includes information required by JCAHO.

6. Corporate and Community Services

a. Informs new employees of the Hospital's involvement in the community, resources available and offers volunteer opportunities.

7. International Services

a. Informs new employees of the Hospital's involvement in international health care as well as resources and support available.

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- 8. Pastoral Care
 - a. Communicates multi-cultural spiritual services available to patients, employees, visitors, and staff.

- 9. JHHS Compliance Program
 - a. Describes the process developed to ensure ethical and lawful behavior.

- 10. Performance Improvement
 - a. Informs new employees of the hospital's continuous performance improvement efforts, initiatives, and processes.

- 11. Information Management (JHMCIS)
 - a. Provides information on managing and protecting electronic data and computer networks. Includes resources for systems support services.

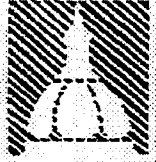
- 12. Safety
 - a. Discusses fire incident response, general safety, hazard communication/right-to-know.

- 13. FASAP
 - a. Describes confidential counseling services and employee assistance programs.

- 14. Organization Development & Training
 - a. Provides information to new employees about the training resources available.
 - b. Provides employees with performance evaluation information through the Performance Management System, standards, and measures.
 - c. Provides an introduction to the Service Excellence initiative including the standards for evaluation.

- 15. Orientation Coordinator
 - a. Collects new employee's orientation paperwork, complete the new employee's file, and delivers to Employee Records by 12:00 noon the following day.

- 16. Office of Employee Records
 - a. Ensures that all data is correctly completed and enters new employee information into the HRIS system no later than the following Monday evening.

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SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL



 Vice President,
 Human Resources

11/1/00
 Date