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|  STAFF TRAINING PROGRAM – ORIENTATION  | NO. 466 |
|  POLICY:The Organization has a formal orientation program for new employees. PROCEDURE:* Orientation will be held on a regularly scheduled basis.
* Job specific training will be held as needed to ensure untrained, new employees will have a completed job specific skills inventory / checklist.
* New employees will be required to attend scheduled training classes and the general orientation program.
* Job specific skills and on-the-job training will be conducted for employees, as indicated.
* Copies of training records and skills inventory/competency evaluations must be maintained in Personnel files.
* The training / orientation checklist and/or outlines will be used to accomplish the following:
1. To serve as an inventory for determining if more training is needed for present employees, and if so, in what areas.
2. To determine the level of training for each employee.
3. To identify employees who fail to adequately complete training and who must receive all or part of the orientation to gain the required competency and knowledge.
* Refer to specific orientation outlines/protocols.
* Based on established competencies, the organization determines for members of the team with limited or no prior experience in the specific performance area:
1. The intensity of the collaboration required with experienced team members.
2. The length of the collaboration required with experienced team members, and
3. The need for discipline-specific collaboration with experienced team members.
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| Approved: | Effective Date: 3/86 | Revision Date: 5/05; 3/17 | Change No.: | Page: 1 of 1 |