

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 2.4**

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**SUBJECT: EMPLOYEE ORIENTATION PROGRAM AND CONTINUING ED**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY:**

**ISSUE/REVISION DATE: 3/7/93, 6/17/96, 1/21/98, 5/01/01 EFFECTIVE DATE: 12/1/90**

**PURPOSE:** It is important that employees be allowed to enhance their professional development through initial and on-going training. To that end, Marklund provides Orientation Class, Level Classes, seminars, in-services and tuition reimbursement. All new employees must attend General and Department specific orientation. In addition, all direct care staff are required to obtain 12 CEU (Continuing Education Units) a year.

**I. ORIENTATION**

The purpose of the Orientation program is to:

Welcome and acquaint new employees with Marklund and its mission.

Have new employees properly introduced and orientated to their new work assignment, environment and co-workers.

Advise employees of Marklund's safety policies and procedures.

Have all necessary paperwork filled out for Payroll and agency compliance.

Give employees an in-depth explanation of Human Resource Policies, employee benefits, departmental policies and procedures.

The Orientation Program is mandatory and consists of the following:

General Orientation

Direct Care Orientation

On-site Orientation

The General Orientation is coordinated with the Human Resource Department and lasts about eight (8) hours. All new staff attends day one (1) and day ten (10) of orientation.

The Direct Care Orientation is conducted by the Orientation Instructor and other department heads, and is completed within four (4) days.

The On-Site Orientation is conducted by designated employees and lasts four (4) days.

Orientation is scheduled for every other Monday.

After being hired, the new employee is assigned an orientation date.

All employees are expected to be on-time and to attend the full class that is scheduled. The Orientation Instructor must be contacted if the employee is going to be absent or tardy. If an

employee misses more than an hour of the first class, he/she must be rescheduled for another class.

If for any reason, an acceptable orientation date cannot be set, the Department Head is responsible for the General and On-Site Orientation of the new staff person. The Orientation Instructor will provide materials for the Department Head to use.

All employees are given a post-orientation test. If the employee fails the test, he/she has one chance to re-take it. Any nursing employee who fails the test cannot work on the floor.

**A. General Orientation includes:**

- Participant Introductions
- History and development of Marklund
- Charities/Volunteer Department presentation
- Confidentiality
- Human Resources (paperwork)
- Fire extinguisher in-service
- Universal and Basic Precautions
- Phone Usage
- TQM

This list is not all inclusive. Each employee attending the General Orientation is provided with an orientation package which contains pertinent information.

**B. Direct Care Orientation includes:**

- Instruction of Daily Care of Residents including:
  - A. Bathing
  - B. Feeding
  - C. Diaper Changes
- Instruction on implementation of goals and charting
- Proper Lifting Instruction
- Safety Issues

**C. On-Site Orientation includes:**

- Basic Information on the building and its specific equipment, etc.
- Introduction to department and job
- Body Mechanics - where appropriate
- Working with a preceptor

This list is not all inclusive. Each department is required to conduct a departmental orientation for a new employee insuring that he/she is explained departmental policies and procedures, work schedule, duties and responsibilities, etc.

A departmental check list will be completed during the new employee's first week of employment. This check list is signed by the new employee and the Orientation Instructor and

forwarded to the Human Resource Department.

**II. LEVELS**

Levels are required for all direct-care staff (see Personnel Policy #4.4).

**III. CONTINUING EDUCATION**

Direct Care - All CNA's (Certified Nursing Assistants) are required to complete twelve (12) hours of continuing education annually. Orientation, in-house in-services and outside seminars are offered such that each CNA is capable of obtaining 12 hours. Teacher Assistants and Developmental Trainers are expected to attend in-services on designated days during the school/DT calendar. In-services offered cover topics such as Confidentiality, Human Rights, Safety and Team building.

**IV. TUITION REIMBURSEMENT**

See Human Resources Policy # 3.10.4.