

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Orientation of New Employees	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 4/22/15	
<b>REVIEW DATE:</b> 3/24/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 4/5/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

Newly hired employees will be provided with a variety of trainings to reasonably assure they have a basic understanding of NorthCare Network, NorthCare Network's policies and procedures, and the expectations they will face in their new position. To achieve this, NorthCare Network will provide training to new employees using electronic methods, face to face meetings, self-study, and one-on-one trainings with appropriate trainers/supervisors.

### **PURPOSE**

The purpose of this policy is to provide consistent training to newly hired employees.

### **DEFINITIONS**

**LMS** - myLearningPointe Learning Management System

### **REFERENCES**

NorthCare Network Training Policy

### **HISTORY**

NEW POLICY: 1/1/15

REVISION DATE: 3/1/16, 1/13/17, 11/27/17, 7/29/20, 5/27/21

REVIEW DATE: 4/7/15, 3/1/16, 1/13/17, 11/27/17, 11/24/18, 7/29/20, 5/27/21, 3/24/22

CEO APPROVAL DATE: 4/7/15, 3/7/16, 2/7/17, 12/11/17, 12/4/18, 8/4/20, 6/1/21, 4/5/22

BOARD APPROVAL DATE: 4/22/15

### **PROCEDURE:**

#### **1. ORIENTATION**

- a. New employees will meet with the Human Resource Coordinator and complete the required new hire paperwork. In addition, each new employee is required to meet one on one with:
  - i. QI Coordinator/Compliance Officer
  - ii. CIO
  - iii. Supervisor
  - iv. Customer Service Specialist

- v. Systems Analyst – (ELMER Access if applicable)
  - vi. Clinical Supervisor – (if applicable)
- b. IT Staff will provide new employees with computer and necessary network username and passwords.

## **2. TRAINING AND COMPUTER ACCESS**

- a. The HR Coordinator will provide a username, password and assist the new hire with signing into LMS with his/her credentials.
- b. New employees will be expected to complete a 3-part NorthCare Information Security training their first day of employment.
- c. The new employee will be expected to complete a set of required orientation trainings within thirty (30) days of hire. The new employee, in conjunction with their CEO/supervisor, will determine work dates/times to allow for completion of their assigned trainings.
- d. NorthCare Network's Training policy outlines specific training requirements.
- e. The HR Coordinator will monitor completion of required training and notify the CEO/supervisor if their new employee fails to complete the required trainings in the designated time period. The CEO/Supervisors also have access to their staff's training and can monitor their staff's compliance.
- f. Follow-up training may be scheduled for new employees, as needed.
- g. Additional training and development will be evaluated and assigned by their supervisor or CEO.