

NORTHCARE NETWORK

| | | |
|--|--|--|
| POLICY TITLE: Orientation of New Employees | CATEGORY: Personnel | |
| EFFECTIVE DATE: 1/1/15 | BOARD APPROVAL DATE: 4/22/15 | |
| REVIEW DATE: 3/17/25 | REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| RESPONSIBLE PARTY: HR Manager | CEO APPROVAL DATE: 4/3/25 Megan Rooney, 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

IMP – Improving MI Practices

REFERENCES

NorthCare Network Training Policy

HISTORY

NEW POLICY: 1/1/15

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, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 3/1/16, 1/13/17, 11/27/17, 7/29/20, 5/27/21, 7/18/23, 5/8/24, 3/17/25

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, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 4/22/15

PROCEDURE:

1. ORIENTATION

- a. New employees will meet with the Human Resources Manager or Designee and complete the required new hire paperwork. In addition, each new employee is required to meet one on one with:
 - i. Compliance Privacy Officer
 - ii. CIO

- iii. Supervisor
- iv. Customer Service Specialist
- v. Systems Analyst – (ELMER Access if applicable)
- vi. QI/UM Director
- vii. SUD Services Director

- b. IT Staff will provide new employees with a computer, door fob, and Duo, along with necessary network username and passwords.

2. TRAINING AND COMPUTER ACCESS

- a. The HR Manager or designee 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 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 Manager or designee will monitor completion of required training and notify the Supervisor if their new employee fails to complete the required trainings in the designated time period.
- 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.