

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>422</b>
		<b>Original Date</b>	<b>12/30/1983</b>
	<b>Department: Personnel</b>	<b>Revised Date</b>	<b>01/09/2014</b>
	<b>New Employee Orientation</b>		

**POLICY:**

Each new employee at the Montana Mental Health Nursing Care Center will be oriented to the facility, policies, practices and philosophies.

**PROCEDURE:**

1. New employees will report to their immediate supervisor on their first day of employment.
2. The supervisor will make arrangements for the new employee to meet with the Personnel Assistant to complete the necessary paperwork.
3. The Personnel Assistant will meet new employees on their first day of employment or as soon as possible to:
  - A. Assist the employee in completing employment forms.
  - B. Provide the employee with a copy of the employee handbook and a copy of the position description.
  - C. Provide the employee with an MPEA Contract if the position is covered by the contract.
  - D. Provide copy of the Resident's Rights form to the new employee.
4. The supervisor will arrange for the new employee to complete the new employee orientation program.
5. The supervisor will schedule a meeting for the new employee with the Infection Control nurse for Hepatitis B, HIV and AIDS training, and Medical Records Administrator for HIPAA training with in ten (10) days of hire.
6. New Employee Orientation Checklist (Attachment #1) will be completed and placed in the employee's personnel file.