



**MONTANA STATE HOSPITAL  
MENTAL HEALTH GROUP HOME  
POLICY AND PROCEDURE**

**STAFF ORIENTATION FOR THE  
MONTANA STATE HOSPITAL MENTAL HEALTH GROUP HOMES**

**Effective Date:** April 11, 2019

**Policy:** MSH MHGH-08

**Page 1 of 2**

- I. PURPOSE:** To define orientation for staff members assigned to the Montana State Hospital (MSH) Mental Health Group Home (MHGH).
- II. POLICY:** All staff members assigned to work on the MSH MHGH will be oriented to the essential elements and routines of the care environment. Documentation of orientation will be maintained in the continuing education record for each employee.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - A. **Program Manager:** Ensures MSH MHGH orientation is provided to each staff member assigned to work on the MSH MHGH.
  - B. **Human Resources Department:** Ensures personnel records reflect MSH MHGH orientation has been completed.
- V. PROCEDURE:**
  - A. The MSH MHGH Program Manager, or their designee, will review all vital elements of the MSH MHGH with each staff member working in this area and provide them with opportunities to have their questions answered.
  - B. The attached orientation checklist will be completed and initialed by the employee, then signed by the MSH MHGH Program Manager or designee.
  - C. The Human Resources Department will maintain records of the MSH MHGH Staff Orientation Checklist.
  - D. The Staffing Office will assign only staff members who have completed the MSH MHGH orientation to work in that area.
- VI. REFERENCES:** Administrative Rules of Montana, Mental Health Center: Organizational Structure 37.106.1907.

Montana State Hospital Mental Health Group Home Policy and Procedure

- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Clinical Services; Director of Nursing, Director of Human Resources, Director of Quality Improvement, and MSH MHGH Program Manager.
- VIII. RESCISSIONS:** MHGH-08, *Staff Orientation* dated December 15, 2015; TCU-08, *Staff Orientation* dated November 20, 2013; TCU-08, *Staff Orientation* dated November 7, 2011; TCU-08, *Staff Orientation* dated January 28, 2009; TCU-08, *Staff Orientation* dated January 18, 2006; TCU-08, *Staff Orientation* dated January 10, 2003; Policy TCU-03-01-R, *Transitional Care Unit Staff Orientation* dated January 12, 2001; Policy TCU-08-99-N, *Transitional Care Unit Staff Orientation* dated June 15, 1999.
- IX. DISTRIBUTION:** MSH Electronic Policy and Procedure Manual and MSH Website <https://dphhs.mt.gov/amdd/MSH>.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** MSH MHGH Program Manager
- XII. ATTACHMENTS:** For internal use only.
- A. Attachment A: MSH MHGH Staff Orientation Check List

Signatures:

Kyle Fouts  
Interim Hospital Administrator

Thomas Gray, MD  
Medical Director