


Name of Policy:	Orientation & Continuing Education for Department Staff	 Effective Date: 8/15/2008 Initial Effective Date: 7/1978
Policy Number:	3364-103-PC-03	
Department:	Patient & Family Relations Patient Support Services - Pastoral Care	
Approving Officer:	Manager, Patient Support Services	
Responsible Agent:	Manager, Patient Support Services	
Scope:	UTMC Pastoral Care	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Upon hire, all department personnel are to receive the necessary and appropriate orientation to fulfill his/her assigned responsibilities. These employees shall maintain a high level of job specific proficiency through continuing education in the form of departmental training, topic specific workshops, and role-specific conferences.

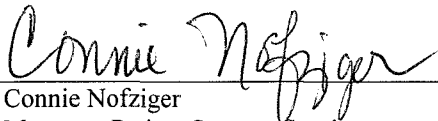
(B) Purpose of Policy

To insure that this departments standards of care be consistent and supportive to the patients, families, staff, and students of UTMC.

(C) Procedure

UTMC new hire orientation will precede all departmental orientation. The manager of Patient and Family Support and Pastoral Care shall ensure that all department employees receive the necessary and appropriate departmental orientation. In-service training will be provided, as needed, to assist personnel in professionally performing their duties. The orientation shall consist of the following:

1. The Mission of University of Toledo Medical Center
2. HIPPA, Joint Commission, Safety and Risk Management Programs, Infection Control Program, Performance Improvement Program.
3. The UT Medical Center approved policies and procedures.
4. The Mission of Patient and Family Support and Pastoral Care Services
5. Employee's job description and performance expectations.
6. Policies and Procedures of Patient and Family Support and Pastoral Care
7. Introduction to all patient care units and documentation of such.
8. Performance Improvement Program

Approved by:  _____ Connie Nofziger Manager, Patient Support Services	Review/Revision Date: 4/1989 4/1990 1/2005 11/2006 8/15/2008
Review/Revision Completed By: Connie Nofziger	Next Review Date: 8/1/2011
Policies Superseded by This Policy: PC-03	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.