

Name of Policy: <u>Orientation</u> Policy Number: 3364-104-801 Department: Food & Nutrition Approving Officer: Director, Food & Nutrition Responsible Agent: Food & Nutrition Management Scope: Food & Nutrition Services	 Effective Date: 6/1/2022 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The hospital provides an orientation program for hospital employees. The Food and Nutrition Services (FANS) has an orientation program for the department.

(B) Purpose of Policy

The orientation process provides initial job training and information as well as assessing the staff's ability to fulfill specific responsibilities.

(C) Procedure

1. All employees are required to attend an orientation session conducted by the hospital. Attendance times will be established at the time of hire.
2. Employees complete department orientation prior to working independently. On the job training is completed throughout the probationary period. Position competency will be assessed and documented at the end of the training period. Documentation is maintained within the department.
3. Department Orientation to include:
 - Food and Nutrition Mission
 - Job description
 - Dress code and code of conduct
 - Competency tests
 - Evaluation process
 - Food Safety Training
 - Completion of department new hire/ training check list
 - Completion of Online Safety Test Bank

Approved by: <u>/s/ Joshua Krupinski</u> <u>5/3/222</u> Director, Food & Nutrition Date <hr/> <i>Review/Revision Completed By:</i> <i>Food & Nutrition</i>	Review/Revision Date: 8/2002 6/2005 6/2/2008 7/1/2011 11/2012 1/2016 4/23/2019 5/3/2022 <hr/> Next Review Date: 5/1/2025
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