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| Name of Policy: <u>New Employees</u> Policy Number: 3364-137-PT-06 Department: Rehabilitation Services Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Director, Therapy Services Scope: Rehabilitation Services |  Effective Date: 12/1/2022 Initial Effective Date: 1/1979 |
| <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy | <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy |

(A) Policy Statement

New employees of the Rehabilitation Services Department will be qualified via education and experience for their position. Each new employee will be provided with orientation to the department, the hospital and to the policies and procedures of the department and institution.

(B) Purpose of Policy

To ensure that each employee is qualified to meet the needs of the persons served.
To provide each employee with the knowledge necessary to function to their best ability within the Rehabilitation Services Department.

(C) Procedure

1. Each new employee will be hired following all Human Resources policies and procedures regarding verification of background, credentials, licensure (as appropriate), etc.
2. Each new employee shall attend the orientation program provided by the hospital's Human Resources Department.
3. A departmental orientation program will be set up by the individual assigned to orient the new employee. An orientation checklist and competencies will be completed on each new employee and will be kept in the departmental personnel file.
4. All personnel will be assessed and trained in techniques as required by their job descriptions by their supervisor or his/her designee.
5. New employees are required to complete competencies as indicated by the hospital or department.
6. Employees beginning to work in a new program area may require another orientation period.
7. Agency personnel are not considered employees; however, will be utilized via contracts following completion of credential verification, orientation (including safety), and assessment and training of techniques as required by their job description. Competencies will be completed as appropriate.

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| Approved by: | | Review/Revision Date: | |
| <u>/s/</u> | <u>12/01/2022</u> | 2/1981 | 9/1999 |
| Alison Matson PT, DPT, NCS | Date | 7/1984 | 10/2000 |
| Director of Therapy Services | | 10/1985 | 2/2002 |
| | | 10/1987 | 8/2003 |
| | | 11/1988 | 7/2006 |
| | | 3/1990 | 1/10/2010 |
| | | 10/1993 | 7/2012 |
| | | 9/1994 | 7/2013 |
| <u>/s/</u> | <u>12/01/2022</u> | 5/1996 | 7/2014 |
| Christine Stesney-Ridenour, COO | Date | 2/1998 | 11/1/2016 |
| | | 9/1998 | 12/2019 |
| | | | 12/2022 |
| | | Next Review Date: 12/1/2025 | |
| Policies Superseded by This Policy: 23-PT-06 | | | |