


Name of Policy: Orientation & Continuing Education for Department Staff Policy Number: 3364-103-PC-03 Approving Officer: Chief Executive Officer Responsible Agent: Spiritual Support Manager Scope: University of Toledo Medical Center		 Effective date: 2/13/2025 Original effective date: 7/1978	
Key words: Orientation, Education, Hire, Chaplain, Pastoral Care			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	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 that are offered by the University of Toledo Medical Center (UTMC).

(B) Purpose of policy

To ensure that this department's standards of care be consistent and supportive to the patients, families, staff, and students of UTMC.

(C) Procedure

- (1) UTMC new hire orientation will precede all departmental orientation. The manager of Pastoral Care Department 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:
 - (a) The Mission of University of Toledo Medical Center
 - (b) HIPPA, Joint Commission, Safety and Risk Management Programs, Infection Control Program,
 - (c) Performance Improvement Program.
 - (d) The University of Toledo Medical Center approved policies and procedures.
 - (e) The Mission of the Service Excellence Department and Pastoral Care Department
 - (f) Employee's job description and performance expectations.
 - (g) Policies and Procedures of the Service Excellence Department and Pastoral Care Department.
 - (h) Introduction to all patient care units and documentation of such.
 - (i) Performance Improvement Program

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <p>2/13/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Dan Deeter Spiritual Support Manager</p> <p>1/31/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Spiritual Support Manager</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 7/1978</p> <p>All Review/Revision Dates: 4/1989 4/1990 1/2005 11/2006 8/15/2008 10/29/2012 10/23/2015 08/17/2018 10/4/2019 07/26/2023 2/13/2025</p> <p>Next review date: 2/13/2028</p>
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