

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<u>POLICY:</u> ORIENTATION	Original
<u>PURPOSE:</u> To ensure knowledge of agency, programs and job expectations, and to maintain compliance with state and federal regulations	Approval: 9/99
<u>RESPONSIBLE PARTY:</u> Director, Deputy Director, DPS, Supervisors	Reviewed: 9/99
	Revised: 10/17, 10/18

EQUIPMENT: Not applicable.

PROCEDURE:

1. During first week of employment, all staff are oriented to the agency. This includes philosophy, mission statement, goals, policy & procedures, physical facility, programs, and job responsibilities.
2. All employees are in-serviced on confidentiality and HIV confidentiality during the first week of employment.
3. Those staff with potential exposure are in-serviced regarding Blood Borne Pathogens during the first week of employment.
4. Orientation plan for each employee will be individualized dependent on program assignment and staff needs.
5. Orientation plans will be signed by employee and staff member being oriented as completed.
6. Completed orientation plans will be maintained in employee's personnel record.

Please take this with you as you go to Orientations. When complete, please return to Cindy

Sullivan County Public Health Services General Staff Orientation Plan/Checklist

Introduction to Public Health Services	Date given and/or completed	Orienteer's signature	Employee's signature
1. Mission Statement / Philosophy			
2. Organizational Structure			
3. Phone Extension List / All Call			
4. Programs and Services			
a) Certified Home Health Agency			
b) Accounting/Payroll/Statistical/Billing			
c) WIC (Women, Infants & Children) Program			
d) Children w/ Special Health Care Needs Program			
e) Healthy Families of Sullivan			
f) Maternal Child Health Programs			
g) Epidemiology			
h) Health Emergency Planning			
i) Health Education			
j) Bilingual Outreach Worker			
5. Policies:			
a) Calling out policy			
b) Evaluation policy			
c) Fire Drills/Escape Plan			
d) HIPAA policy			
e) HIV Confidentiality & BBP policies			
f) Pool car policy – Car care			
g) Smoking policy			
h) Suggestion Box policy & form			
i) Time off policy, Payroll Adjustment forms & Time Clocks			
j) Cancer Screening policy (on Portal)			
k) for CHHA employees – Emergency Preparedness policy			
6. Supervision – Chain of Command			
7. General Confidentiality – shredder use			
8. Incidents, Accidents and Reports to be completed when necessary			
9. Photo I.D. badge			
10. Building Tour			
11. Mileage Reimbursement & Mileage Certification form			
12. Employee Health Assessment			
13. Emergency Contact Sheet			
14. Corporate Compliance In-Service			
15. Orientation to Public Health: NYNJ 201 https://www.nylearnsph.com			
16. ICS 100 training: FEMA ICS 100.b https://www.nylearnsph.com			
17. National Incident Management System: an Introduction. FEMA IS -700.a: https://www.nylearnsph.com			
18. A National Response Framework: an Introduction. FEMA IS-800.b: https://www.nylearnsph.com			