

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
ORIENTATION**

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Cross Referenced:

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POLICY

Each employee will be thoroughly acquainted and acclimated to the hospital and the Physical Therapy/Occupational Therapy Department.

PROCEDURE

The orientation will be a two-fold introduction -- hospital and departmental orientation.

Hospital - Once a month, on the first Monday of the month.

1. Meet with Personnel and go over benefits, hospital policies and procedures.
2. Tour of hospital.
3. Discussion of hospital philosophy.
4. Pre-employment physical.

Departmental

1. Within the first 3 weeks of employment, departmental orientation tasks are to be completed via the following forms.
 - New Employee HR Checklist
 - Discipline-specific competency form
 - Cerner Training Roster
2. These forms are housed in the shared drive and in the manager's office