

NURSING PROCEDURE

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Subject: Orientation of Health Staff		Original Issue Date: 4/20/2022	Policy # C-9.0
		Supersedes:	Effective Date: 4/20/2022
Departments Consulted: Nursing Education Administration	Approved By: (Signature on File) Clinical Nursing Director (Signature on File) Assistant Nursing Director	Approved by: (Signature on File) Nurse Managers	

PURPOSE: To ensure health receive an immediate basic orientation and full-time staff complete a formal in-depth orientation to the health service program.

POLICY: All newly hired Juvenile Court Health Services employees will attend “New Hire” orientation program their first day of employment in the department.

PROCEDURE:

1. The orientation program is approved by the Medical Director and the Clinical Nursing Director and/or designee.
2. The orientation lesson plan is reviewed every 2 years or more frequently as needed.
3. All health staff receive a basic orientation on the first day of on-site service prior to patient contact. At minimum, it will address relevant security and health services policies and procedures, response to facility emergency situations, the staff member’s functional position description, and juvenile staff relationships.
4. Within 90 days of employment, all full and part time health staff and frequently used temporary staff will complete an in- depth orientation. At minimum, this includes all health services policies and procedure not addressed in basic orientation health and age specific needs of the Youth population, infection control including the use of standard precautions, and confidentiality of records and health information. The content may vary depending on the roles and responsibilities of the new staff member.
5. Completion of the orientation program is documented and kept on file.
6. All aspects of the standard are addressed by written policy and defined procedures.

NCCHC Standard Y-C-09