

JUVENILE COURT HEALTH SERVICES DENTAL PROCEDURES

Subject: ORIENTATION		Original Issue Date:	Procedure # 020
		Supersedes:	Effective Date: 12/31/07
Departments Consulted:	Approved By: (Signature on File) Head Dentist (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator	

PURPOSE

To state the Dental Department's orientation program for new employees.

All new dental employees will receive an orientation program related specifically to the Dental Department of Juvenile Court Health Services.

PROCEDURE:

1. Greeting of new employee by Dental Supervisor.
2. Introduction to JCHS administrative staff. Describe functions of administrative staff.
3. Present organization chart for dental section of Juvenile Court Health Services.
4. Describe each facility clinic functions and responsibilities.
5. Define the individual duties of the new employee. (see duty list)
6. State uniform requirements, if applicable.
7. Review attendance and tardiness policy/procedure.
8. Orient new employee to the dental clinic.
9. Dental Policy/Procedure Manual is presented to new employees to read during the following two-week period.
10. New employee signs statement that he/she has read and understands JCHS Policy and Procedures manual, and Dental Department Procedure manual.
11. Review of new employee orientation packet and employee signatures.

REFERENCE

JCHS Policy # J-107, "New Employee Orientation And Training"