

<b>BAPTIST HOSPITALS OF SOUTHEAST TEXAS</b>	
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**SUBJECT: ORIENTATION**

**POLICY STATEMENT**

Employee orientation is designed to acquaint new employees with Baptist Hospitals of Southeast Texas (BHSET) by providing them with the information they need to meet the Behavioral Expectations and Appearance Standards as well as how to perform their work efficiently and safely. Orientation participants learn about BHSET, their specific hospital, department, service, work group and job. Information applicable to every employee, regardless of where they work in BHSET, is presented in a general orientation, the content of which is standardized and offered at least monthly. The orientation program effectively integrates new employees into the hospital culture and assists with retention, motivation, job satisfaction, and quickly enables each individual to become contributing members of our sacred work team. An employee's orientation and training extends beyond attending classroom based orientation. It also includes on the job training and skills competency assessment specific to the employee's assigned position and department, as well as self-paced coursework through the hospitals' e-learning system. BHSET Education and Competency Assessment Policy includes additional related information intended to compliment this policy.

**PROCESS**

Managers are responsible for ensuring that all new employees attend the classroom based orientation as close as possible to their date of hire, which is normally within 30 days of employment. If extenuating circumstances arise which prevent an employee's attendance within 30 days, an exception must be authorized by the Department Senior Manager to allow the employee to continue working scheduled shifts until the next scheduled orientation. If an exception is authorized, the employee will be rescheduled for the next available orientation class.

New employees are required to complete all aspects of orientation applicable to their job as scheduled. Since orientation is mandatory, time spent in orientation is compensated in the same manner as all other paid work time. Employees should be dressed in accordance with the BHSET Appearance Standards during orientation.