HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER
MATERNITY AND CHILDREN HOSPITAL

Department:	Human Resources		
Document:	Administrative Policy and Procedure		
Title:	General Orientation for New Employee		
Applies To:	All MCH Staff		
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1. PURPOSE:

1.1 Define new employees at the maternity and child hospital and direct them to the hospital, their departments and specialized jobs.

1.2 To develop realistic career expectations, positive attitudes and job satisfaction - it is important that staff learn as soon as possible what is expected of them and what they expect from others as well as identify the values and attitudes of the hospital.

1.3 To reduce the rate of employee leaks - which increases because employees feel they are not valuable or are placed in jobs where they cannot do their job. The public education program shows that the organization appreciates the employee and helps provide the tools needed to succeed in the work.

2. DEFINITIONS:

2.1 **Orientation** – is a comprehensive process that provides newly hired staff to a maternity hospital and children, helps them understand institutional and cultural values and encourages commitment.

2.2 **Employee** – any person who is contracted to the Ministry or self-employment program for a fee, whatever the name it calls.

2.3 **Temporary Employment (Locum)** – contracting with doctors or technicians temporarily and for a specific period according to the needs of the departments and according to the requirements achieved under the salary item.

3. POLICY:

3.1 The maternity and child hospital policy is that all newly joined employees must be well directed to their new environment and work area, as well as hospital mission, vision, values, service scope, chain of command and institutional policies, including quality and safety plans.

3.2 New employees, contractors, students and volunteers will not start working on their own before they undergo a public induction program.

3.3 If the employee joins the work after the expiry of the specified general orientation program, the department's orientation program will be given until the next general orientation program is in place and they will be present before the end of their initial evaluation period.

3.4 Each identification program will be documented in the employee profile

3.5 Each employee will be trained on both of the following:

3.5.1 General Hospital Orientation Program.

3.5.2 The orientation program for the department in which it will work.

4. PROCEDURE:

4.1 **The Human Resources Department:**

4.1.1 Submit a list of all newly recruited staff from the Human Resources Services Section to the Training and Academic Affairs Section.

4.1.2 The Department of Training and Academic Affairs will certainly confirm the department managers to attend the new orientation program for staff.

4.2 **General Induction Program For New Staff:**

4.2.1 New staff should attend the orientation program for the new staff, which is prepared by the Training and Academic Affairs Section.

4.2.2 The general orientation program is held on the first Monday of every month after agreement with the Training and Academic Affairs Section. And deferred to the following week in case of an unexpected holiday.

4.2.3 The new employee orientation program is a one-day program that includes information and advice on:

4.2.3.1 The word of the hospital director.

4.2.3.2 The organizational structure, mission, vision and values of the hospital.

4.2.3.3 General information about traditions and social customs in the Kingdom of Saudi Arabia.

4.2.3.4 Safety and security rules and regulations and the role of disaster workers.

4.2.3.5 Infection Control Programs.

4.2.3.6 General information about the call and phone system.

4.2.3.7 General information on the method of assessment and rights of staff.

4.2.3.8 How to write reports of serious accidents and incidents.

4.2.3.9 Hospital policy on abuse and neglect of children and adults.

4.2.3.10 Credit Policy.

4.2.3.11 Employee Health Program.

4.2.3.12 Quality, patient safety and risk management program.

4.2.3.13 Protect patient rights, privacy and confidentiality.

4.2.3.14 Ethical behavior and professional communication.

4.3 **Departmental Induction Program:**

4.3.1 The orientation program of the department is usually in the first weeks of the employee's receipt of work and after the general induction program of the hospital.

4.3.2 Each new employee should attend an introductory program on the department by the department head or his / her representative.

4.3.3 All new employees receive clarification of the program materials as needed.

4.3.4 All new employees during the program receive all policies, procedures and work regulations and are signed with knowledge.

4.3.5 Each new employee receives a job description of his / her job and is signed with the flag.

4.3.6 Each new employee is evaluated in terms of the information and skills required to perform his job successfully.

4.3.7 The new employee is trained to optimize the use of devices, solve work-related problems and report faults.

4.3.8 The Department's orientation program covers both:

4.3.8.1 Introducing colleagues and work area.

4.3.8.2 Tour the work area and the hospital and meet with the hospital leaders.

4.3.8.3 A tour of departments and units related to work.

4.3.8.4 Full understanding of the divisions, scope of work and function.

4.3.8.5 Understanding the message, vision and values of the department, the organizational structure of the department and the scope of service of the department.

4.3.8.6 Working hours and rest.

4.3.8.7 Job descriptions and responsibilities for all department work positions, evaluation methods and performance criteria.

4.3.8.8 Employee Manual, Staff Clinic and Safety and Security Programs.

4.3.8.9 Meetings of the Department and its committees.

4.3.8.10 Training and Continuing Education Programs.

4.3.8.11 Computer programs and information technology.

4.3.8.12 A detailed explanation of how the department works.

4.3.8.13 Security plan in the department.

4.3.8.14 Models.

4.3.8.15 The department's orientation program shall be signed by the employee and the head of department or his representative.

4.4 **The induction program for a department head or new department manager in addition to the general induction program:**

4.4.1 Human Resources Department provides a program for training new heads/department managers on management skills including:

4.4.1.1 About the hospital, human resources, financial and administrative affairs.

4.4.1.2 Strategic plan of the hospital.

4.4.1.3 Employee Performance Assessment Guidelines.

5. MATERIAL AND EQUIPMENT:

5.1 Computers and Printers
5.2 Photocopiers
5.3 Printing and Photocopying Papers
5.4 Internet Connection

6. RESPONSIBILITIES:

6.1 Human Resources Department
6.2 Continuing Nursing Education/Continuing Medical Education

7. APPENDICES:

7.1 General Hospital New Employees Orientation Program Topics and Speakers
7.2 Departmental Hospital New Employees Orientation Programs

8. REFERENCES:

8.1 Central Council for the Accreditation of Health Facilities
8.2 Ministry of Health Rules and Regulations

9. APPROVALS:

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