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| Policy Name: <p style="text-align: center;">EMPLOYEE ORIENTATION</p> | Policy Number: <p style="text-align: center;">1004</p> |
| Approved By: <p style="text-align: center;">Executive Team</p> | Effective Date: <p style="text-align: center;">MARCH 6, 2013</p> |
| Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">Changed Employee Relations to Human Relations</p> | Date Revised: <p style="text-align: center;">October 6, 2021</p> Next Date for Review: <p style="text-align: center;">October 6, 2024</p> |
| Section: <p style="text-align: center;">Section 10 - Human Resources</p> | Page No: <p style="text-align: center;">Page 1 of 2</p> |

Policy

All employees will be provided with a facility orientation and subsequent departmental orientation prior to performing their duties alone. The purpose of orientation is threefold:

- To ensure all employees have a comprehensive introduction to Agapé Hospice including its history, philosophy, vision, mission, interdisciplinary team approach, the various positions and/or roles held by employees, health and safety, UNA Local 232 relationship, and community partnerships.
- To ensure that employees have an opportunity to become familiar with the processes and procedures that is applicable to the department where they have been hired.
- To ensure that all commencement documentation is completed.

CROSS REFERENCES

Policy 0802 - Volunteer Orientation



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| Policy Name: EMPLOYEE ORIENTATION | Policy Number: 1004 |
| | Date Revised: OCTOBER 6, 2021 |
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Procedure

Employees:

1. Interviews:

Orientation at Agapé begins during the interview process. Each candidate who is interviewed for a position at Agapé Hospice receives information including, but not limited to the following documents:

- a. backgrounder document with the history of the Modern Hospice Movement, and information about Palliative Care and Agapé Hospice,
- b. document outlining what employment at Agapé offers including the Mission Statement, Vision, information about the work environment and positions at Agapé, and
- c. copy of the position description.

2. Selection:

Once a candidate has been selected and satisfactory references received, an Offer of Employment is made. Upon acceptance of the offer by the candidate, a package including a formal letter of offer is forwarded to the employee.

3. Facility Orientation:

- a. Orientation will be scheduled in collaboration with Human Relations and the Education & Clinical Projects Coordinator as employees are hired.

4. The Director/Manager of the department will ensure that staff is provided with an appropriate orientation to their department's processes and procedures.