



## INDUCTION AND ORIENTATION POLICY

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30/08/18

RVF/I&O/01

RESIGHT VISION FOUNDATION, JALANDHAR, PUNJAB

# INDUCTION AND ORIENTATION POLICY

AEH CONFIDENTIAL DATA

<b>Approved By</b>	<b>DR. AMANDEEP SINGH ARORA</b>	<b>PRESIDENT</b>	
<b>Issued By</b>	<b>MS. SAPNA THAKUR</b>	<b>SECRETARY</b>	

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#### A. POLICY

All new employees shall attend a detailed Induction / orientation programme, is given at the time of joining in the Hospital. (at the time of joining & within 15 & 30 days from joining)

- History Introduction
- Hospital Organogram
- Vision/Mission of the Hospital
- An introduction to the various departments and its functioning
- Infection control Practices
- HR Policies
- Code Red/Code Blue
- Job roles and responsibilities
- Patient's rights & responsibilities

#### B. PURPOSE

To ensure that all new employees are socialized and oriented to the hospital environment and facilitate a smooth transition for ultimately achieving the objective of medical and service excellence in delivering quality health care.

#### C. SCOPE

All new employees of the Hospital

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**D. RESPONSIBILITY**

HR & Administrative Department

**E. DISTRIBUTION**

HR & all departments of hospital

**F. PROCESS DETAILS**

**a) Description of the Process**

On the first day of the joining, employee has to report to the HR & administrative Department for following process

- Particular Profile, completion of joining formalities.
- Bank Formalities
- Other Forms

The Induction is conducted in the Meeting hall of hospital and the Induction is common for all staff categories (Doctors, Nurses, Paramedics, and administrative staff, helpers, housekeeping & security staff) as the case may be. The Induction program shall cover aspects such as:-

- History Introduction
- Hospital Organogram
- Vision/Mission of the Hospital
- An introduction to the various departments and its functioning
- Infection control Practices
- HR Policies
- Code Red/Code Blue
- Job roles and responsibilities

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- Patient's rights & responsibilities

Apart from the centralized induction, it shall be the responsibility of the HR & administrative Department to conduct a hospital specific orientation program to familiarize all new employees with the hospital environment in which they shall be working. The head of the department will give the departmental specific orientation.

**b) Activity and Responsibility**

S.No	Activity	Responsibility
1.	The Induction shall be conducted at the Hospital and the Induction shall be common for all staff categories (Doctors, Nursing, Paramedics, and other staff) as the case may be.	HA/ Respective HOD's
2.	conduct a hospital specific orientation program to familiarize all employees with the hospital environment in which they shall be working	HA/ Respective HOD's
3.	conduct a Departmental specific orientation program to familiarize all employees with the environment in which they shall be working and the policies and procedures of that specific department.	HOD

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