NORTH CAROLINA BAPTIST HOSPITALS, INC.
POLICY AND PROCEDURE

From: Physician Services

Approved by: _____
Director, Physician Services

_____
Chair, Graduate Medical Education Committee

Prepared by: Physician Services

SUBJECT: NEW RESIDENT ORIENTATION

I. Policy

It is the policy of North Carolina Baptist Hospitals, Inc. that all new House Officers will attend an orientation program.

II. Purpose

Orientation is provided to ensure that all new House Officers are provided with the basic information necessary to work at this institution. House Officers will also become familiar with and have an opportunity to register for benefits offered by the hospital to the residents.

III. Procedure

The hospital will hold an orientation program that is approximately one and on-half days long. One day is spent reviewing policies and procedures of the hospital in such areas as; Medical Records, Risk Management, Employee Assistance, Employee Health, ACLS, Pharmacy, Radiology, Computer Services, Patient Death Issues and Pathology. Also, general information is given the House Officers on items such as, mail services, salaries, licensure, and parking. Time is also allocated for the required trainings, such as, OSHA and Corporate Compliance. A half-day is spent with the hospital Benefits Office. Benefits are explained in detail and residents are given the opportunity to sign-up for those benefits that suit him/her. At the conclusion of the day, the residents have a class on customer service, in which, the hospital's Mission Statement and Key Values are reviewed and the hospital's policy on Patient's Rights is discussed.

Reference: Accreditation Council on Graduate Medical Education Institutional Requirements 2002-2003.

1996; reviewed 9/99; revised 10/02