


<b>Name of Policy:</b> <u>Orientation For New Respiratory Care Staff, Hospital Safety Training, Respiratory Care Policies &amp; Procedures</u>	
<b>Policy Number:</b> 3364-136-01-01	
<b>Department:</b> Respiratory Care	
<b>Approving Officer:</b> AVP Patient Care Services/ Chief Nursing Officer	
<b>Responsible Agent:</b> Director, Respiratory Care	
<b>Scope:</b> The University of Toledo Medical Center Respiratory Care Department	<b>Effective Date:</b> August 1, 2019 Initial Effective Date: May 1, 1981
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

All new employees will receive orientation to the University of Toledo Medical Center and the Department of Respiratory Care, sufficient to educate the employee to the following topics:

1. Institutional specific orientation and safety training provided by the Department of Human Resources, in accordance with Policy 3364-25-07, which includes, but is not limited to:
  - ✓ Mission and Values.
  - ✓ Customer Service Training.
  - ✓ HIPPA and Patient Confidentiality.
  - ✓ Safety Orientation, including: Infection Control, Safety Program, Campus Police and Crime Prevention, Occurrence Reports, HAZMAT, Fire Safety and Emergency Plans.
  
2. Respiratory Care departmental specific orientation pertaining to, but not limited to:
  - ✓ Respiratory Care policies and procedures.
  - ✓ Job performance criteria and responsibilities.
  - ✓ Adult patient assessment, critical care and blood gas lab.
  - ✓ Equipment operation procedures.
  - ✓ Departmental-specific safety training.

**(B) Purpose of Policy**

To prepare the new employee to perform his/her responsibilities in a safe and efficient manner in accordance with that individual's job classification and subsequent criteria-based job description, and all hospital safety considerations.

**(C) Procedure**

1. New hire orientation will be scheduled and confirmed by the Human Resources Department. The new employee must attend before they can start in the department. Paperwork will be given at the training that must be turned into the Director for verification of attendance.
  
2. API Time Clock Training will also be scheduled by Human Resources. The new employee may start working before attending this training but must make sure the manager clocks them in on the computer until they attend.

3. Orientation to the Department of Respiratory Care will include:
  - ✓ Review of the Respiratory Care Departmental Policy and Procedure Manual, which includes the individual's job description and duty criteria and familiarity with on-line hospital policies & procedures.
  - ✓ Familiarization with all hospital facilities, patient care areas, Respiratory Care department and Pulmonary Function Lab, RC equipment room, and all emergency code cart areas.
  - ✓ Electronic medical record and blood gas lab.
  - ✓ Observation and performance of therapy, diagnostic testing, and use of associated equipment, as required by job responsibilities/duties, while working with a Respiratory Care Practitioner or Advanced Respiratory Care Practitioner (assigned preceptor). Independent performance of required duties and successful completion of clinical competencies are required by the end of probationary period.
4. At the end of the orientation period, the employee will be evaluated by the Shift Supervisor, with input from therapists familiar with the new employee, to determine the individual's ability to assume the responsibilities of their job description. More orientation will be assigned, if necessary. All employees must be able to assume full job responsibilities at the end of the 180 day, new employee probationary period.

<p><b>Approved by:</b></p> <p>/s/ _____ Michael J. Taylor Director, Respiratory Care</p> <p>Date _____</p> <p>/s/ _____ Monecca Smith AVP Patient Care Services/ Chief Nursing Officer <i>Review/Revision Completed By: Director, Respiratory Care</i></p>	<p><b>Review/Revision Date:</b> 06/24/1993 03/04/1996 07/27/1998 10/04/1999 06/11/2001 06/24/2003 05/09/2006 07/10/2009 08/01/2012 03/01/2016 08/01/2019</p> <p><b>Next Review Date:</b> August 1, 2022</p>
<p><b>Policies Superseded by This Policy:</b></p>	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*