

Instructional Sheet for Orientation

This instructional sheet for orientation is for:

- Non-Employed Staff
- Agency Staff
- Contractual Staff
- Employed Associates not starting on a New Associate Orientation date.

Definitions

Non-Employed or Independent Contractor: Those individuals providing patient care through an independent contractor (i.e. Surgical Assistant), or providing care to patients (i.e. Prostheticians, Orthotists, etc.).

Agency Staff: Those individuals performing patient care services through another employer.

Contractual Staff: Those individuals providing patient care through a legal contract.

Employed Associates: Those individuals hired through Human Resources that cannot start on a scheduled New Associate Orientation date. (Must be approved through Human Resources).

The following forms and information must be read and completed the individual prior to their first day.

Non-Employed or Independent Contractor

1. Complete Non-Employed Applicant Form
2. Complete Release of Authorization for Background Check
3. Follow instructions to register for a background check
4. Read and review policies on the internet
(<http://www.stjoesannarbor.org/contractors>)
5. Sign Confidentiality and Network Access Agreement
6. Complete the Conflict of Interest Form
7. Sign Acknowledgement form
8. Submit copies of tests/immunizations:
 - a. TB
 - b. Tdap
 - c. Flu (Seasonal & Special) October through April
 - d. Mumps
 - e. Rubella
 - f. Varicella
9. Complete Healthstream Education Modules
10. Complete Department Orientation Including Competency/Skills Checklist

Agency/Non-Employed/Contractual Individuals OR Employees Authorized To Begin Working Prior To Attending New Employee Orientation, Associates Transferring From Another MO

1. Read and review policies on the internet (<http://www.stjoesannarbor.org/contractors>)
2. Sign Confidentiality Agreement
3. Sign Acknowledgement Form
4. Complete the Conflict of Interest form
5. Complete Healthstream

Employed Associates-Not starting on a scheduled New Associate Orientation date. (Must be approved through Human Resources).

1. Complete all New Associate requirements through Human Resources
2. Review policies on the internet (<http://www.stjoesannarbor.org/contractors>)
3. Complete Healthstream
4. Sign Acknowledgement form
5. Attend next scheduled New Associate Orientation