

**Brody School of Medicine
East Carolina University
Policy and Procedure Manual**

Topic: New Employee Orientation - #HR 7	
Section No. 2	Section Name: Human Resources
Approval Date: 1/15/03	Medical Director Approval: Todd Beste

I. Purpose:

To assure adequate orientation for new employees of Brody School of Medicine.
(ECU Physicians)

II. Policy:

All staff will be provided general orientation to the Brody School of Medicine, prior to starting work in their respective departments.

III. Procedure

- A.** Brody School of Medicine orientation sessions are provided during the 2nd and 4th weeks of the month except for December and are coordinated by the Staff Development Coordinator.
- B.** Employees
 - 1. All new full time and part time employees, including but not limited to MDs, PhDs, clinical staff, administrative staff, support staff, rehired employees, temporary, contract, grant and self-help student workers are required to attend a one-day Brody School of Medicine orientation.
 - a. Employees who have had a break in service with ECU and the Brody School of Medicine and/or have gone a year or longer since last attending BSOM Orientation will be required to attend at a minimum the one-day BSOM Orientation upon rehire to the University. Additional days of training may be required depending on their job descriptions.
 - 2. Clinical employees (CSS classification) are required to attend an additional day of Brody School of Medicine orientation.

Effective Date: 2/01/03	Contact Person/Reference Source: Staff Development Coordinator	Extension: 4-1925
Revision/Review Date: 2/2/07	Revision/Review Person/ Source: Staff Development Coordinator	Page 1 of 3

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3. Other employees may be required to attend additional computer training or patient information systems training as determined by their job descriptions.
4. The training session on Bloodborne Pathogens and Tuberculosis, offered during the first day of the Brody School of Medicine orientation, meets OSHA requirements and is provided for newly hired employees at the Brody School of Medicine as well as those from other ECU departments. Assessment of immunization status and fitting for TB masks occurs immediately following the training session.
5. All new employees will complete the HIPAA training session offered during the first day of Brody School of Medicine orientation.

C. Visitors and Students

1. Visitors and non-ECU medical students, who are not covered under an established organization agreement, are required to complete HIPAA training, a brief OSHA-mandated bloodborne pathogens and tuberculosis training, and complete a basic health history form or show proof of same from their affiliated organization.

D. Annual Update

1. All employees who come into contact with blood, body fluids or other potentially infectious material and/or work in a healthcare facility are required to complete updated training on bloodborne pathogens and tuberculosis annually. This training is provided by Prospective Health.
2. All clinical employees (faculty and staff) are required to complete an annual health history update. This process is administered and scheduled by Prospective Health.

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3. All employees who come into contact with PHI (Protected Health Information) and/or work in a healthcare facility are required to complete update training on HIPAA annually per University policy.

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