POLICY FOR TRAINING/NEW EMPLOYEE ORIENTATION

Purpose: To insure all staff are appropriately trained to perform assigned duties safely and competently. To establish uniform reporting and documentation of training.

Policy: All new employees will attend University, Medical Center and Plant Services orientation programs. Documentation of attendance will be maintained in Employee Personnel Files (B-0312 MCN).

All New employees will be involved in shop specific training programs during the first 6 months of employment or as necessary via mentoring with existing qualified staff. All staff having responsibility for new equipment will be provided training at the time of commission. In addition, ongoing training opportunities will be provided via technical bulletins, trade publications, vendor conducted seminars, factory training and University sponsored continuing education. Documentation of all such training will be maintained in a central file by the Office Manager at B-0312 MCN. The "Continuing Education and Training Form" should be used to communicate training to the Office Manager.

Responsibility:
It is the responsibility of each Assistant Director to ensure adequate training opportunities are made available and attended. It is the responsibility of the Foremen to assess individual training needs of their staff and provide adequate time to meet those needs. It is the responsibility of each individual to complete the Continuing Education and Training Form.
NEW EMPLOYEE TRAINING AND ORIENTATION CHECK OFF FORM

Having been employed by Vanderbilt University for at least 6 months, the following training and orientation programs have been completed:

___ University Orientation
___ Medical Center Orientation
___ Department Orientation
___ Shop Orientation and Training Program

The following documents have been provided:

___ V.U.L.I.U.N.A. Contract (bargaining group staff only)
___ Current Department Operational Guidelines
___ Staff Manual

Staff ____________________________ Date ____________

Employment Date ___________

Supervisor ____________________________ Date ____________
CONTINUING EDUCATION AND TRAINING FORM

Description of Training:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Duration: __________________________

Date: __________________________

Instructor:
Name: __________________________

Title: __________________________

Affiliation: __________________________

Staff signature: __________________________

Shop: __________________________
VANDERBILT MEDICAL CENTER
PLANT SERVICES
DEPARTMENT ORIENTATION

DATE: __________________

I. Welcome - Opening Comments/Purpose
   A. Our staff is our most valuable resource
   B. Commitment to open communication
   C. Commitment to the principles of Equal Opportunity/ Affirmative Action and Sexual Harassment
   D. Expectation of dedication and effort toward your job

II. Introduction
   A. Business systems presentation
   B. Medical Center video

III. Operational Guidelines
   A. Statement of Purpose
   B. Utilities Management
   C. Emergency Preparedness
   D. Patient confidentiality and right to privacy
   E. Put yourself in the public's shoes
V. Collective bargaining unit contract agreement

IV. Questions

References: None