Lab Location:	GEC, SGMC & WOMC	**Date Distributed:**	11/20/2020
Department:	Mgmt	**Due Date:**	11/30/2020
		Implementation:	**11/30/2020**

DESCRIPTION OF REVISION

Name of procedure:

New Employee Orientation and On-Boarding Process SGAH.L53 v7

New Employee Vision Assessment (AG.F560)

New Employee Occupational Health Checklist (AG.F561)

Description of change(s):

Section 5: Added requirement for completing Occupational Health Checklist and instructions for new employee vision assessment. Added new workday request form.

Section 6: Added vision and occ. health forms

This revised SOP and the new FORMS will be implemented November 30, 2020

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	New Employee Orientation and On-Boarding Process	
Prepared by	Stephanie Codina	Date: 3/5/2013
Owner	Robert SanLuis	Date: 1/20/2017

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

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1. **PURPOSE**
   To provide a guideline for supervisors/managers/directors who are orienting new employees in the laboratory.

2. **SCOPE**
   This procedure outlines the steps that should be taken to orient a new employee to the hospital environment.

3. **RESPONSIBILITY**
   All members of the laboratory leadership team must understand and complete the tasks required to on-board a new employee.

4. **DEFINITIONS**
   Onboarding: Refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders.

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5. PROCEDURE

Steps taken when the Quest employee ID is received and before the start date

Step	Action
1	An employee ID will be generated for the new employee as soon as the background check and drug screen clear. Simultaneously, the HRSC will e-mail the employee's background check, drug screen, and an attestation of negative COVID test results to the HR business partner. The HRBP will forward copies to the hiring supervisor. The supervisor should file copies in the employee personnel folder.
2	As soon as the employee ID is received, e-mail the following new employee information to the manager, so the pre-employment occupational health lab testing can be ordered. A. Full name B. Birthdate C. Gender D. Employee ID The supervisor will receive an e-mail from PWN Health approximately 24 hours after the labs are ordered. The supervisor will need to log in with the new employee's last name and birthdate to obtain the lab requisition. The lab requisition should be e-mailed to the candidate with instructions to get the labwork drawn at any Quest PSC as soon as possible to ensure results are returned before the first day of work. The supervisor will receive a second e-mail when the laboratory testing is resulted. The supervisor will need to log in and download results. Results should be sent to QA for the tracking log.
3	Complete the "Workday Request Form" with the new employee's information and e-mail to Learning@adventisthealthcare.com to obtain an Adventist worker ID. A. Answer yes at the "Need a badge?" prompt. B. Division title is Quest Diagnostics. C. Position title is one of the following: a. Laboratory Technical Staff b. Laboratory Non-Technical Staff c. Laboratory Administrative Staff d. Location title is the name of the hospital to which the employee is assigned. D. Cost center title is one of the following: a. SGMC = 101-4000 b. WOMC = 102-4000 E. Location ID is always Medical 01 Completion of this form will also generate AHC computer access. The employee may need to call the help desk to obtain a temporary password.

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Step	Action
4	Prepare an employee personnel file folder for the new employee. A. Select the appropriate color folder. a. Technical staff = Blue b. Non-technical staff = Red c. Supervisor staff = Green B. Name gets printed in the following format: LAST NAME (ALL CAPS), First name (upper and lowercase) C. Add the section dividers to the tabs. Place a copy of the new employee's resume and interview paperwork in section 1 of the folder. Add additional information as new hire documents are returned.
5	Prepare a training folder of new hire documents for the employee. The folder should include the following: A. Employee Information Form (AG.F238) B. New Employee Overview Training (AG.F275) C. Safety Review List (AG.F276) D. Authorization to Perform High Complexity Testing (AG.F468) for technical staff or Authorization for Non-Testing Personnel (AG.F469) for non-technical staff. E. AIDET training document (AG.F380) F. Initial training documents Write the following headers inside the cover of the folder and add the information as it becomes available to assist the employee. A. Quest username (first name.middle initial.last name) B. Quest employee ID C. Adventist worker ID D. Sunquest username E. Sunquest code F. MTS login G. MTS password H. MTS website: www.medtraining.org
6	Add the employee to the Humanity Shift Planning system and populate the employee's orientation and initial training schedule.
7	For non-technical staff only, schedule the new employee for FIT testing as soon as possible after the start date. FIT testing clinics and scheduling information is available on the AHC intranet.

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Step	Action
8	The supervisor will receive an e-mail once the new employee's start date is confirmed. The supervisor should reach out to the new employee with instructions for the first day of work. Things that should be covered include: A. Date and time the new employee should report for the first day. B. Location to which the new employee should report (including parking information). C. Items the new employee should bring on the first day. a. Documents used to complete the I-9 form online. b. Degree or transcript from the new employee's highest level of education. c. Documentation of TDAP vaccine within 10 years and current flu shot (during flu season only) if the employee has the documentation. d. Head phones or earbuds for online training.
9	The supervisor will receive an e-mail from SAM when the new employee's Quest access is created. Print the e-mail that contains the temporary password along with the new employee's remote access card (RAC). Place copies in the folder that contains the new hire documents, so everything is ready for the employee's first day.

Steps taken on the employee's first day

Step	Action
1	Complete the electronic I-9 verification form online. Access the form via Empower by clicking the following: ➤ Recruit ➤ Onboarding Dashboard ➤ View I-9 E-verify Dashboard Completion will require that you scan the employee identification documents and attach them to the I-9 verification.
2	Obtain a Kronos proximity card to be used for staff to clock in and out. Activate the prox card by e-mailing the following information to corporatepayrollserv@questdiagnostics.com 1. Employee's full name including middle initial 2. Employee ID 3. Badge # is 7300 + the card ID (6 digits) 4. Pay group is always AMA (do not request for salaried employees) 5. Location • MD00000507 is SGMC • MD00002014 is WOMC • MD00000177 is GEC

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Step	Action
3	Take a picture of the employee against a white or light-colored background. It is best if the employee is not wearing a labcoat when the picture is taken.
4	Complete the Computer Password Request Form (AG.F167). Include the new employee's birthdate and AHC worker ID on the form.
5	E-mail the employee picture and the completed Computer Password Request Form to the QA and LIS departments. Indicate the employee's work location, shift, and position in the e-mail. A. LIS will e-mail you the new employees Sunquest login information. Note the username will serve as the password for the first logon. a. Have the employee sign the LIS Security Agreement form. b. Place the signed agreement in the employee's personnel file. B. QA will e-mail the new employees MTS username and password.
6	Make copies of the employee's degrees, transcripts, and certifications. Place one copy of each document in section 1 of the employee's personnel file. For technical staff, copies must be scanned and e-mailed to the QA department for regulatory tracking.
7	Have the employee access the Quest network using the username and temporary password received via e-mail. The employee will be required to reset his/her password the first time he/she logs in. Provide the employee a copy of his/her RAC card and explain how the RAC card is used.
8	Verify the employee's occupational health information. <mark>Document on the "New Employee Occupational Health Checklist."</mark> Note: This can be completed prior to the employee's start date if results are returned. A. The Quantiferon TB test must be negative. If positive, ask the employee if he/she has tested positive before. a. If the new employee has a history of positive TB, obtain the employee's previous chest x-ray (within 6 months) and physician clearance, if available. If the documents are not available, refer the employee to the Quest occupational health contractor for clearance. b. If the new employee does not have a history of positive TB, repeat the Quantiferon TB testing. i. If the repeat TB is negative, accept the result. ii. If the repeat TB is positive, refer to the employee to the Quest occupational health contractor for clearance. B. The employee must have demonstrated immunity to measles, mumps, Rubella, Varicella, and Hepatitis B. The employee is required to get the vaccines or boosters if he/she does not have immunity. C. The employee must have documentation of TDAP within 10 years. D. The employee must have documentation of Flu shot for the current year (during flu season only).

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Step	Action
	E. Staff members must pass a visual acuity test. The test is documented on the "New Employee Vision Assessment" form. a. The test will be administered near and far i. Different cards are used for near versus far vision. ii. The test distance is printed on the card (16 inches vs 10 feet). b. The test must be administered on the left eye, the right eye, and on both eyes with and without correction. c. The employee must have a visual acuity of 20/32 using both eyes. Any employee who fails the visual acuity test must see an eye doctor for a formal visual acuity test within 30 days. F. Staff must take and pass the color vision test on Empower (colorblind testing). G. Non-technical staff members and staff members to go to patient rooms must have FIT testing completed. Vaccines can be ordered by completing the "EHS Testing and Immunization Order Forms" and e-mailing to EHSCOE@questdiagnostics.com. A valid declination or exemption must be provided if the employee cannot get the flu shot for medical or religious reasons. AHC Occupational Health must approve the declination or exemption.
9	Walk the employee to the security department to request a hospital identification badge. • Technical staff requires access to the laboratory perimeter and phlebotomy door (SGMC only). • Non-technical staff requires access to all clinical areas including behavioral health, L&D, and mother-baby. • WOMC staff all requires access to the pneumatic tube station.
10	E-mail the AHC badge number and labcoat size to the supervisor and request that the employee be added to the ScrubEx machines at both sites.
11	Submit an IT system access request form to have the employee added to the vocera system. The employee needs to be added to the laboratory department in the global system which includes both WOMC and SGMC.

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Step	Action

12	Complete the on-boarding paperwork and file completed paperwork appropriately. Note: The employee overview training and safety review list must be completed for each site in which the employee will work or train.
	
	Personnel file:
	  A. Employee Information Form (AG.F238)
	  B. Authorization to Perform High Complexity Testing (AG.F468) for technical staff or Authorization for Non-Testing Personnel (AG.F469) for non-technical staff.
	Training file (located in QA office):
	  C. New Employee Overview Training (AG.F275)
	  D. Safety Review List (AG.F276)
	  E. AIDET training document (AG.F380)

13	If the individual hospital has additional requirements, those must be met too.

6. RELATED DOCUMENTS

1. Policy: CLIA Personnel Qualification Requirements and Documentation
2. Workday Request Form
3. Form: Employee Information Form (AG.F238)
4. Form: New Employee Overview Training (AG.F275)
5. Form: Safety Review List (AG.F276)
6. Form: Authorization to Perform High Complexity Testing (AG.F468)
7. Form: Authorization for Non-Testing Personnel (AG.F469)
8. Form: AIDET Training (AG.F380)
9. EHS Testing and Immunization Order Forms
10. Form: New Employee Vision Assessment (AG.F560)
11. Form: New Employee Occupational Health Checklist (AG.F561)

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes GEC.L32,SGAH.L35,WAH.L34 v002		
000	9.24.2014	Section 5: Updated process for notifying the employee of the training schedule. Deleted process for in-person NEOP and replaced with online instructions. Added instructions for I-9 verification, ID badge request, and prox card request. Updated NEOP compliance requirements. Section 6: add forms Section 9: form moved to section 6 Footer: version # leading zero's dropped due to new	S Codina	L Loffredo, R SanLuis

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Version	Date	Reason for Revision	Revised By	Approved By
		EDCS in use as of 10/7/13.		
1	2.12.2016	Section 5: remove ES and NEOP compliance, add processes for testing via COE and requesting attestations via HRSC, update badge process Section 9: add appendices	S Codina	L Loffredo, R SanLuis
2	1.20.2017	Update owner Header: add other sites Section 5: update badge request process, replace IntelliQuest with EMPower, add authorization form, AIDET training, &12 month competency, remove 6 month eval Section 6: add NQA forms Section 9: remove App C (color blind key)	L Barrett	R SanLuis
3	2.16.2018	Section 5: add detail for positive TB test; remove Quest badge and Prox card, add ADV badge process; add process for Vocera; remove Care Excellence Provider training in Learning Suite; update BB background check process Section 6: remove forms for Quest badge, Prox card	L Barrett	R SanLuis
4	5.8.2017	Section 5: Update vaccine process; re-instate Prox card process for time clock; update ADV badge process	L Barrett S Codina	R SanLuis
5	10.2.2020	Header: Changed to WAH to WOMC Section 5:Updated format; added new I-9 process; added new process for obtaining drug screen, background check, and pre-employment labs, added process for workday and removed reference to Learning Suite Section 6: Updated policy title and form numbers Section 9: Deleted Learning Suite registration	L Barrett S Codina	R SanLuis
6	11.13.20	Section 5: Added requirement for completing Occupational Health Checklist and instructions for new employee vision assessment. Added new workday request form. Section 6: Added vision and occ. health forms	S Codina	R SanLuis

9.   ADDENDA AND APPENDICES
Appendix A: New Employee Onboarding Checklist

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Appendix A
New Employee Onboarding Checklist
***Optional: This checklist may be used by the supervisor as a guide for the onboarding process. This checklist should be discarded and does not become part of the employee file.

Tasks to be completed after hire, but before the employee's start date

Initial When Completed	Task to be Completed
	File the employee's background check, drug screen, and COVID attestation in the personnel folder and document on the "New Employee Occupational Health Checklist."
	Send employee information to the manager to order occupational health screening labwork.
	Request a worker ID from learning@adventisthealthcare.com
	Prepare the employee personnel file.
	Prepare a folder of training documents for the employee.
	Add the employee to Humanity/Shift Planning and populate an orientation/training schedule. Send the employee an activation e-mail.
	Schedule non-technical employees for FIT testing as needed

Tasks to be completed on the employee's first few days of work

Initial When Completed	Task to be Completed
	Complete the I-9 verification.
	Provide the employee a Kronos prox card. Register the card with corporate payroll.
	Take a picture of the employee.
	Submit a computer password request form to obtain Sunquest access for the employee.
	Make copies of the employee degrees/transcripts and place in personnel folder. Submit electronic copies to QA.
	Assist the employee in accessing the Quest network using e-mails received from SAM.
	Verify the employee's occupational health status and order vaccines as required. Document on the New Employee Occupational Health Checklist.
	Obtain an AHC employee ID badge.
	Add the employee to the ScrubEx machines at both sites.
	Notify the LIS team to add the employee to Vocera.

	Complete on-boarding paperwork and file appropriately.
	• Employee information form
	• Authorization form
	    o Technical staff = Authorization to perform high complexity testing
	    o Non-technical staff = Authorization for non-testing personnel
	• New employee overview training
	• Safety review list
	• AIDET training document

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First Name	Last Name	Email	Work Phone	DOB	Need a badge? Yes/No	Division Title	Position Title	Cost Center Title	Location Title

New Employee Vision Assessment

Employee Name:	
Employee ID:	
Date of Exam:	
Examiner:	

Near Vision:

Uncorrected		Corrected	
Both Eyes		*Both Eyes*	
Left Eye		*Left Eye*	
Right Eye		*Right Eye*	

Far Vision:

Uncorrected		Corrected	
Both Eyes		*Both Eyes*	
Left Eye		*Left Eye*	
Right Eye		*Right Eye*	

Minimum Requirement: Visual Acuity of 20/32 in both eyes

Employees who do not meet the minimum visual acuity requirement are allowed to start work, but they must see an eye doctor for a formal visual acuity exam within 30 days.

Color Vision:

Employees must complete the color vision screening on Empower.

Color Vision Score		Pass / Fail (Circle One)

New Employee Occupational Health Checklist

Employee Name:	
Employee ID:	
Reviewer:	

Pre-Employment Activities	
	Drug screen in personnel file
	Background check in personnel file
	COVID results in personnel file

Quantiferon TB Testing	
O *Negative*	No further actions needed
O *Positive*	Does candidate have history of previous positive TB? O *No*—Repeat testing O *Yes*—Obtain chest x-ray (within 6 months) and refer to Occupational Health Consultants or Concentra for work clearance

Immunity Titers		
Titer Name	**Immune? (Y or N)**	**Vaccine Ordered if Not Immune?**
Measles/Rubeola		
Mumps		
Rubella		
Varicella Zoster		
Hepatitis B		

Vaccines	
	Documentation of TDAP within 10 years in personnel file
	Documentation of current season's flu vaccine (if hired during flu season) in personnel file

Visual Acuity Testing	
	New employee vision screening assessment tool in personnel file
	Colorblind testing results in personnel file
	Formal visual acuity test in personnel file, if required

FIT Testing	
	FIT testing not required
	FIT testing scheduled for date:

Mask: □ Small 3M N-95 Mask □ Regular 3M N-95 Mask
  □ Small K-C Tecnol Mask □ Regular K-C Tecnol Mask
  □ Small 3M Respirator □ Medium 3M Respirator □ Large 3M Respirator	