

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section IV- Personnel

SUBJECT: ORIENTATION OF FACULTY/STAFF

REVIEWER(S): President's Council

RELATED POLICIES TO CONSULT:

CHS Policies: [HR6.07 Orientation of Staff](#)

I. POLICY

Every *new hire* will receive an orientation to Carolinas HealthCare System (CHS) and Carolinas College of Health Sciences (CCHS). Orientation will ensure that the new team member understands and feels a part of the mission, vision, and culture of CHS and CCHS, and knows the policies, procedures, and resources which will guide, direct, and support him/her.

II. PROCEDURE

A. Orientation to Carolinas Healthcare System

1. A representative from CHS Human Resources will instruct the new *team member* to attend the general CHS orientation; *team members* transferring within the system are exempt.
2. *Team member* development will provide the schedule for orientation and competency testing for RN faculty. Clinical orientation for faculty is done with the program *chair* and/or course faculty.
3. Electronic resources will provide ongoing updates and policy changes relevant to all CHS *team members* and to clinical *team members* practicing at Carolinas Medical Center and other clinical partners.

B. Orientation to Carolinas College of Health Sciences

1. Following CHS orientation, the *team member* will receive an orientation to the college and specific school or department by the hiring manager. The supervisor to whom the *team member* reports or his/her designee will be responsible for developing the orientation plan and schedule for the new *team member*, using the college-wide orientation checklist as a guide.

C. The *team member* will follow and complete the "Orientation Checklist" (available on the data drive: [L:\New Teammate\Orientation Checklist.doc](#).)

D. Upon completion of all items indicated on the orientation checklist, the supervisor will verify all items have been satisfactorily completed and will give the checklist to the president's administrative assistant for filing.

E. Approximately 90 days from the date of hire, the *president's administrative assistant* will send an email to the *team member*, copying the hiring manager, asking him/her to complete an evaluation of the orientation process. Earlier surveys, such as a 45-day survey may be used to gauge the progress of onboarding activities.

F. The Orientation of Faculty/Staff policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____