



## **Instructions for University Hospital's New Employee Orientation – Employee**

Welcome to University Hospital! We are glad you could join our team.

During the COVID 19 crisis, we are providing an online orientation for all our new hires. This Orientation is mandatory for all new employees. You can easily access the materials on UHNet, the internet site: <http://www.uhnj.org/uhnetweb/>

You will have two choices: 1) to view these from home using a computer, iPad or phone, or 2) come in to a computer lab on Monday where social distancing practices are in place. Please let: 1) your supervisor and 2) Angela Adekola, 973-972-9391 know, if you want to complete the UH Online Orientation in the Computer Lab. **No response is needed if you will complete Orientation online on your own.** With either option, you will use **one workday to complete the orientation.**

For those who **do not work in Nursing**, you will need to report to your supervisor or hiring manager, on the second work day. At 8:30 AM unless otherwise indicated. At that time you will need to complete the **Summary Test** and **2 Attestations**: 1) the Employees Handbook receipt, found at the end of the book and 2) Orientation all required modules. Both document can be found in the final section: **Documents for Completion.**

### **Prior to Starting:**

1. Let your hiring manager know which option you choose (online or in person) and let Angela Adekola, 973-972-9391, [adekolan@uhnj.org](mailto:adekolan@uhnj.org) know if you will come in for the computer lab at UH. **CALL ONLY IF YOU PLAN TO COME IN PERSON.** If you are choosing a Computer Lab we will give you further instructions on where and what time to meet.
2. Go into UH Net, the site: <http://www.uhnj.org/uhnetweb/> . It can be found just below the first tier, Hot News. Here you will find you will 13 sections that you will need to review:
  - a. **Instructions for the New Employee** (document – current section)
  - b. **Reference Documents:** (Employee Handbook, New Employee Orientation Booklet, New Employee Benefits Handbook, and Code of Conduct)
  - c. **Message from the President**, Dr. Shereef Elnahal (video)
  - d. **New Employee Orientation Overview** (video)
  - e. **Cultural Competency** (video, mandatory) p. 20
  - f. **Emergency Preparedness** (video, mandatory) p.23
  - g. **Environment of Care** (video, mandatory) p.26

- h. **Infection Prevention and Control** (video, mandatory) p.60
  - i. **Patient Safety** (video, mandatory) p.63
  - j. **Abuse and Neglect** (Read pp. 66 to 68 in the NEO Booklet)
  - k. **Hazard Communication** (video, mandatory for specific job titles only)
  - l. **Employee Benefits** (video, for specific job titles only who qualify for benefits)
  - m. **Documents for Completion:** Employee Handbook Attestation, Completed Orientation Test and Attestation on Orientation Completion (documents). Benefit documents will also be provided for designated staff.
3. Once you are in the Online Orientation section, you will need to refer to 3 documents throughout the orientation: a) review of the **Employee Handbook**, b) the **Instruction Sheet**, and c) the **New Employee Orientation (NEO) Booklet**. The instructions will guide your through next steps. All the video presentations are linked to pages in the book. Only the Employee Benefits Video Section refers to a separate guide, **The Employee Orientation Benefits Book**.
4. As you work through the modules, if you have any problems please call the following numbers:
- For technical questions call: Asim Abbasi at 973-972-1853
  - For content or process questions call: Angela Adekola, 973-972-9391 or 1542
  - For benefits questions call: Claudine Cruz-Green at 973-972-0885
  - For other questions, call your HR Generalist
5. **Hazard Communication is only required for certain positions. Employee Benefits** is only for those positions that qualify. Your HR Generalist will let you know if you qualify for either of those trainings. Once you have viewed all required modules, go to the last module: **Documents for Completion**. Review the **two Attestation** and the **Summary Test**.

#### **ONCE YOU COMPLETE THE ORIENTATION MODULES**

6. **Day 2 of Orientation: Non-Nursing employees**, you will report to work on Tuesday at 8:30 AM unless otherwise indicated. You will work directly with your supervisor or designee, to complete the forms. **Nursing employees**, you will work with Carolyn Windsor, Nursing Orientation Educator 973-972-3415. Since you will continue to do Nursing Orientation online, she will direct you appropriately.

*Together, you and your supervisor will:*

- Review the **Summary Test** answers
- You and your supervisor sign both the **Employee Handbook Receipt and Orientation Completion Attestations**.

- Please scan completed attestations to [adekolan@uhnj.org](mailto:adekolan@uhnj.org) **by the end of the day on Tuesday**. Once both signed attestations are received, you and your supervisor will receive a **Certificate of Completion for Orientation**. We will also send you a feedback form to let us know your experience completing our Online Orientation.
- The supervisor or someone from your department, will direct you to the Access Control Office where you can pick up your **ID Badge**.

**Please note:** For those who are receiving **Benefits**, make sure you **send completed forms to the Benefit's Office by the following Friday**. All the Benefits information and the forms to be completed will be found on the bottom left portion of the Online UH Orientation section.

**Thank you for participating in University Hospital's New Employee Orientation. We wish you much success in your new position!**