PENNSTATE HERSHEY
Milton S. Hershey Medical Center
Good People. Great Medicine.™

Department of Human Resources

New Employee Orientation Agenda
Day 1

7:30am–12:30pm

- Welcome –Harold L. Paz, M.D., M.S**,** Chief Executive Officer, Penn State Milton S. Hershey Medical Center, Senior Vice President for Health Affairs, Penn State, Dean, Penn State College of Medicine
- Our Vision, Mission, Values and Service Excellence – Alan Brechbill, Executive Director and a Senior Administrator
- Introductions
- HR Orientation Overview and Expectations
- PSHMC Retirement for all new hires, including temporary hires
- PSHMC Tuition Benefits
- PSHMC Benefits Overview for Full Time and Part Time (greater than .5)

12:30–1:00pm Lunch *(provided by Human Resources)*
12:40–1:00pm Penn State HMC Campus Virtual Tour will be shown over Lunch (optional)
1:00–4:30pm

- Tour of Fitness Center
- HIPAA Privacy and Information Security
- Child Abuse Mandatory Reporting and Resource Information**
  ***** In your department, review the content – "Look Out for Child Abuse" using this website http://pennstatehershey.org/sites/childabuse/resources/employees/***
- Sexual Harassment Prevention
- PSHMC policy review and access using the INFONET
- Background Check Overview
- Parking Service
- Review and validate new hire paperwork with Recruiter
  - New hire paperwork
  - Education requirements
  - Child Abuse Clearance, if required for position.

(Breaks are provided throughout the day, however, feel free to take small breaks, when needed)

New Employee Orientation Agenda

Day 2

7:30 am

- Sign in at registration desk *(Enjoy coffee and tea)*
- Information Technology distribution of E- Pass (Electronic password information)
- Photos for Identification badges
- *(Teamsters Positions only)* Union Information and Seniority Draw

8:00 – 10:00am

- Introduction to Quality Management, Performance Improvement and Patient Safety Goals
- Infection Prevention and Control: Your Responsibility
- HMC Safety and the Environment of Care

10:00am Benefits Enrollment

11:00am Managers Pick up employees in the Junker Auditorium

- Employee Health Appointment *(Employees for off campus sites)*

(Breaks provided throughout the morning, however, feel free to take small breaks, when needed)

Lunch on Own

1:00– 4:30pm

- Patient and Family Centered Care for all employees – (room to be announced)