

Department of Human Resources

New Employee Orientation Agenda

Day 1

7:30am–12:30pm

Welcome – A. Craig Hillemeier, M.D., Chief Executive Officer, Penn State Milton S. Hershey Medical Center, Senior Vice President for Health Affairs, 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
- 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)***

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Day 2

7:15 am *(Teamsters Positions only)* Union Information and Seniority Draw

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

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)