



INODAYA Hospitals - Kakinada

Documentation code:
INH/HRM.Doc.No:07

Policy on Induction & Orientation

Prepared date: 05/09/2023

Reference: HRM.3. NABH Standards 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

1.0 Purpose:

The purpose of Staff Induction Policy is to set guidelines that aid in standardizing the way new recruits are oriented to the mission, policies & procedures of **INODAYA Hospitals**.

2.0 Objectives:

- Assists the new recruits to develop a sense of belonging and helps her/him in identifying with the mission, philosophy/culture of **INODAYA Hospitals**.
- Assists him/her to imbibe the **INODAYA Hospitals, Kakinada** Code of Conduct and the values at the earliest.
- Assists the individual to gain an understanding and appreciation of the manner in which a hospital works and the role he/she plays within the wider framework.
- Facilitates cordial working relationship with colleagues across departments.

3.0 Scope:

This policy is applicable to all new employees (permanent, temporary, probationary, on contract, volunteers) of **INODAYA Hospitals**.

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Ms.Lakshmi Lavanya	Dr.D.N.S.Prakash
HR	Accreditation Coordinator	Medical Director



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4.0 Policy:

- All new recruits joining the organization irrespective of their cadre have to be oriented to the mission, culture, policies and procedures of Inodaya Hospitals on the day of joining.
- A welcome note shall be put up by dept. of HR at all prominent notice boards welcoming the new recruits & introducing them to the other employees of Inodaya Hospital.
- The Induction process varies for the following 5 category of employees.
 - Doctors
 - Nurses
 - Administrators
 - Other staff (paramedical & administration staff)
 - Contract Staff (Housekeeping, Food & Beverages and Security)
- On the day of joining Hr will provide orientation to newly joined employee
- The new recruits are required to go through the Function Induction in their respective departments after date of joining
- The same shall be recorded in their personal file by way of an Orientation Check list.
- The employees of **INODAYA Hospitals, Kakinada** shall be facilitated induction training which includes complete orientation of the hospital, hospital vision and mission.

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- Induction training is for minimum of 3 days to max of 5 days depending on the employee category.
- Induction training includes employee rights and responsibilities.
- It includes awareness of the entire organization.
- It includes service differentiators of this organization when compared to the others.
- It includes training on employee and dept specific duties and their policies and procedures.
- Induction includes training related to emergency codes available in the organization.
- Basic life support training will be given during induction.
- Induction includes service standards of the particular department.
- Induction includes hospital infection control policy.
- Induction includes orientation on administrative procedures.
- Feedback will be collected after the training program.

Doctors, Nurses & Other Staff

S. No.	Particulars	Responsibility
Part 1	General Orientation by the Department of Human Resources	Department of Human Resources

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Part II	Departmental level orientation by the Department Head	Respective Department Head
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Executive & Above

S. No.	Particulars	Responsibility
Part 1	General Orientation by the Department of Human Resources	Department of Human Resources
Part II	Cross Departmental Exposure	Department of Human Resources
Part III	Departmental level orientation by the Department Head	Respective Department Head

Contractor Staff

S.No.	Particulars	Responsibility
Part 1	General Orientation to Inodaya Hospitals	Representative of the Contractor
Part II	General Orientation about the Contractor's Company	Representative of the Contractor
Part II	Departmental level orientation by the Department Head	Respective Department Head

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- The rules & regulations listed in the list of guidelines from “Employee Handbook”/ “Doctors Handbook”/ “Nurses Handbook” shall be referred to during this Induction process.



PARTICULARS	DURATION	RESPONSIBILITY
ORGANIZATIONAL ORIENTATION	2hrs	Dept. of HR
Hospital Service standards		
Mission statement and goals of the Hospital		
Introduction & History Inodaya Hospital Hierarchy at the Hospital. A brief on the different departments of the hospital.		
NABH Accreditation	2hrs	Quality Team
General Awareness of NABH		
Patient Rights & Responsibilities		
Sentinel Event/ Incident Form		
Discipline/ Grievance policy		
Management of Information		
Vulnerable patient & special care		
Safety Policy		
Infection control Policies		
Facility Management & Safety		
No smoking policy, Emergency Codes		
Medication Policy		
Hazardous Material and waste policy		
Equipment maintenance & safety		
Radiation Safety (Wherever applicable)		
Accidental Inoculation Policy		
Vaccination Policy		
Hospital Manuals & policies		
Departmental Policies	Differs a/c to the job	Respective HOD
Departmental Standard Operating Procedures		

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Dept. Quality indicators		
TOUR OF THE PROPERTY	1hr	Dept. of HR
Other if any: I have completed an orientation of the above noted items and have received a copy of Employee Handbook, Service standards		
Signature of Employee	Signature of HR Manager	
Date	Date	

➤ **(Employee Orientation form to be filed in Employee Personal File)*

Part II (Executive & Above):

Cross-departmental exposure:

- After orientation the Executive shall now proceed on to the Cross Department Exposure according to the schedule prepared by the HR department.
- The schedule shall have to be circulated to all concerned departments prior to the visit
- In the course of this exposure, he/she is to co-ordinate closely with the concerned departmental trainers.
- Once he has been oriented as per the schedule, he needs to report to his parent department for departmental level orientation.
- The employee shall be given an Orientation checklist which he needs to sign and the same is filed in his personal file.

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