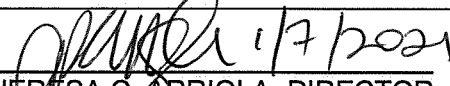


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Orientation for Personnel, Interns, and Volunteers	POLICY NO: AD-HR-07	Page 1 of 1
RESPONSIBILITY: Personnel Office		
APPROVED BY:  1/7/2021 THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 12/22/1992	
LAST REVIEWED/REVISED:		

PURPOSE

To ensure that all departmental personnel, interns and volunteers receive instruction in topics relevant to their function within GBHWC.

POLICY

All personnel, including contract hire employees, interns and volunteers will receive the standard GBHWC orientation which includes but not limited to GBHWC organization and operations, Facilities Tour, Safety Measures and Regulations, Customer Service, HIPAA, Corporate Compliance, Ethics, Grievance and Adverse Action, Critical Incidents, Diversity (Cultural Competence), Sexual Harassment, Quality Improvement and Regulatory Compliance, Electronic Behavioral Health Records Software as appropriate to the position.

PROCEDURE

1. The GBHWC Personnel Office will inform the Training Officer, or designee, of new personnel, interns and volunteers onboard.
2. The Training Officer, or designee, will be responsible for developing, coordinating the trainers/ speakers for the topic that is taken up in the Orientation lecture; and ensuring that all employees, interns and volunteers receive standard GBHWC orientation.
3. The trainers will present their specific topics assigned in the areas of Customer Service, HIPAA, Corporate Compliance, Ethics, Grievance and Adverse Action, Critical Incidents, Diversity (Cultural Competence), Sexual Harassment, Electronic Behavioral Health Records Software, and Health and Safety Training, Quality Improvement & Regulatory Compliance. Other important and necessary training may be given during orientation.
4. A guided tour of the GBHWC facility, satellite offices, and residential homes will be provided by the Human Resources Staff, or designee, during the Orientation.
5. Branch Supervisors will orient employees to their own branch as they see fit. Included in all branch orientations will be how to preserve consumer/patient/client confidentiality and consumer/patient/client rights and the use of electronic medical records
6. Supervisors must ensure employees read and review relevant GBHWC policies and procedures during their branch orientation.
7. Supervisors must ensure employees are briefed on all job requirements, and expectations.
8. All Branch Supervisors will coordinate and work with the Training Officer, or designee, to ensure that all of their staff are scheduled for necessary training upon arrival and to update skills as necessary.

SUPERSEDES: Orientation for Personnel; ORG-PER-4-3; 12/22/1992; Marilyn L. Wingfield, Ph.D.

ATTACHMENT(S):



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913
TEL: (671) 647-5330 FAX: (671) 649-5948

REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Orientation for Personnel, Interns and Volunteers

Policy No: AD-HR-07

Initiated by: Personnel Office

Date	Signature
10/9/2020	

Richard Richards
Training Officer

Date	Signature
10/9/2020	

Mariel Rose Sampson
Program Coordinator III - Human Resources Office

Date	Signature
10/13/2020	

Bansen Adelbal
Risk Management

Date	Signature
10/9/2020	

Cydzel Victoria Toledo
Quality Improvement Coordinator/Regulatory Compliance Officer

Date	Signature
	10-21-2020

Marilyn Aflague
Administrative Services Accounts Service Officer, Patients Affairs Business Office

Date	Signature
10-13-20	

Quenie-Mei Fisher
GBHWC Pharmacist

Date	Signature
	Leonora G. Urbano

Digitally signed by Leonora G. Urbano
Date: 2020.11.17 15:32:22 +10'00'

Leonora Urbano MSN, RN-BC
Nursing Administrator



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5330 FAX: (671) 649-6948

Date	Signature
10-23-20	

Ms. Annie Unpingco LCSW, LPC
Child Adolescent Services Division Administrator

Date	Signature
10/21/2020	

Reina Sanchez, M.A
Clinical Administrator

Date	Signature
10/20/20	

Dr. Ariel Ismael
Medical Director

Date	Signature
10/19/2020	

Debbie Paulino
Administrative Officer

Date	Signature
11/23/2020	

Carissa Pangelinan
Deputy Director