



Title: Policy and Procedure	Page: 1 of 1
Section: 4 Human Resource	Date: June 1, 2018
Policy: HH4-1A.01 Management Personnel	Replaces: January 31, 2017

Policy:

All Personnel including Volunteers and Students must attend the Employee Orientation and complete all required HR forms as applicable to their job position

Procedure:

- A. See Employee Handbook Section, 2.3.0 Job Classification
- B. Everyone will receive a job description and annual performance evaluations.
- C. All staff must document their hours in ClearCare regardless of position. Volunteers and Students will all document hours in ClearCare
- D. All Volunteers and Students sign a volunteer/student agreement
- E. Prior to the end of orientation, all staff, volunteers and students will be assigned to a nurse on staff in which they will be assigned tasks and supervised throughout their time with FFHC.
- F. The RN's and LPN's will make sure that all guidelines are followed pertaining to volunteers and students. There will be no patient care assignments.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 06/01/18
Reviewed by Compliance Officer and approved 06/01/18
All previous versions are obsolete