

<b>Title</b>	Orientation and Safety Program	<b>Policy #</b>	04-001
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## **POLICY**

The Division of Diagnostic Imaging and Radiology will provide an orientation to the functions of the Division of Diagnostic Imaging and Radiology and safety training for all new and transferred employees. As an ongoing process, orientation and assessments will continue throughout employment to ensure current policies and safety procedures are being followed. The orientation program will be reviewed annually.

## **PURPOSE**

To provide guidance to all new and transferred employees to learn the functions of the Division of Diagnostic Imaging and Radiology and the safety procedures to protect both patients and employees.

## **PROCEDURE**

1. All new employees will receive orientation to procedures, facilities, and safety precautions. The orientation includes:
  - a. Children's National New Hire Orientation- to be completed online prior to starting.
  - b. Hospital orientation for Safety (Error Prevention) and Customer Service (Power of One Service Excellence) – to occur on the first month of employment.
  - c. Completion of appropriate personnel forms.
  - d. Job specific orientation packets with a checklist of items for on the job training will be provided by the hiring manager.
  - e. CERNER/Radiology applications, computer access and workflow training will be provided by Radiology IT and/or the Lead Technologist.
  - f. The Radiation Safety Officer and Medical Physicist/MR Safety Officer (MRSO) will provide safety training as needed.
  
2. All transferred employees will receive orientation to procedures, facilities, and safety precautions. The orientation includes:
  - a. Completion of appropriate personnel forms
  - b. Job specific orientation packets with a checklist of items for on the job training will be provided by the hiring manager.
  - c. Radiology applications, and workflow training will be provided by Radiology IT and/or the Lead Technologist.
  - d. The Radiation Safety Officer and Medical Physicist/MR Safety Officer (MRSO) will provide safety training as needed.

**Approved by:**

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Dorothy I Bulas, MD  
Division Chief, Diagnostic Imaging and Radiology

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6/30/2021

Date

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Laurie Hogan, MBA, CRA  
Director, Diagnostic Imaging and Radiology

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6/30/2021

Date

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**Dates of review**

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