

San Joaquin County

San Joaquin General Hospital General Orientation Agenda

8:00am-8:10am	Welcome to General Orientation, Agenda Overview Our Values, Mission, Vision & Philosophy HR Checklist: Completion of Pending Required Docs, EE ID/Badges	SJGH Human Resources Staff
8:10am-8:40am	Welcome to San Joaquin General Hospital	Rick Castro Chief Executive Officer, SJGH
8:40am-9:00am	Information Systems	SJGH IT Dept Team
9:00am-9:15am	Health Information Portability Accessibility Act (HIPAA)	Charo Jumaoas, HIPAA & Privacy Officer, SJGH
9:15am-10:00am	Standards & Compliance/Risk Management <ul style="list-style-type: none"> ○ Managing Patient Complaints ○ Reporting Accidents and Injuries ○ Compliance 	Rona Buenaventura, Management Analyst II, Jennifer Hirai, Management Analyst III Standards & Compliance
10:00am-10:15am	Break	
10:15am-10:45am	Infant Feeding/Team Excellence	Candace Maynor, Clinical Educator
10:45am-11:00am	Clinical Orientation/Fall Prevention/Spot a Stroke	Prabhdeep Hundal, Clinical Educator
11:00am-11:30am	Timecard Processing	Dawn Ness, Dept Payroll Specialist
11:30am-12:00pm	Emergency Preparedness	Charla Barney, Emergency Dept Program Coordinator
12:00pm-12:30pm	Lunch Break	
12:30pm-1:00pm	Medical Guarded Unit Training	Laura Garcia, Staff Nurse V Clinical Educator Doug Peterson, Staff Nurse V Clinical Educator
1:00pm-2:00pm	Infection Control <ul style="list-style-type: none"> ○ Hand Hygiene ○ Transmission-Based Precautions ○ Blood Borne Pathogen Standard ○ Aerosol Transmissible Disease Standard 	Steven Sloneski, Infection Control Coordinator, Standards & Compliance

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2:00pm-2:15pm	Break	
2:15pm-3:30pm	Safety in the Workplace Videos: <ul style="list-style-type: none">○ “Hazard Communication for Healthcare”○ “Healthcare Fire Prevention”○ “Patient Handling”	SJGH Human Resources Analyst
3:30pm-4:00pm	SJGH Policies The HR Roadmap: Who to Call and When Hosp HR or County HR Closing Comments Collect the following forms: <ul style="list-style-type: none">○ Safety/Emergency Preparedness Form○ HIPAA Form○ Fall Prevention Form Final check to ensure compliance and participation has been met.	SJGH Human Resources Analyst
4:00pm-4:30pm	SEIU Union Presentation Members of SEIU bargaining units only – To include outside new County Employees as well	SEIU Representative Staff