

# 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"> <li>○ Managing Patient Complaints</li> <li>○ Reporting Accidents and Injuries</li> <li>○ Compliance</li> </ul>	Rona Buenaventura, Management Analyst II, Jennifer Hirai, Management Analyst III Standards & Compliance
10:00am-10:15am	Break	
10:15am-10:30am 10:30am-10:45am	Patient Experience Infant Feeding Policy	Candace Maynor Staff Nurse V Clinical, Inpatient
10:45am-11:15am	Timecard Processing	Dawn Ness, Dept Payroll Specialist Sylvia Alaniz, Dept Payroll Specialist
11:15am-11:45am	Emergency Management	Charla Barney, Staff Nurse IV Inpatient, ED
11:45am-12:00pm	Fall Prevention Program Spot a Stroke RNs, OCAs Clinical Orientation	SJGH Nursing Education Staff
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

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1:00pm-2:00pm	Infection Control <ul style="list-style-type: none"><li>○ Hand Hygiene</li><li>○ Transmission-Based Precautions</li><li>○ Blood Borne Pathogen Standard</li><li>○ Aerosol Transmissible Disease Standard</li></ul>	Steven Sloneski, Infection Control Coordinator, Standards & Compliance
2:00pm-2:15pm	Break	
2:15pm-3:30pm	Safety in the Workplace Videos: <ul style="list-style-type: none"><li>○ “Hazard Communication for Healthcare”</li><li>○ “Healthcare Fire Prevention”</li><li>○ “Patient Handling”</li></ul>	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"><li>○ Program Evaluation</li><li>○ Safety/Emergency Preparedness Form</li><li>○ HIPAA Information Form</li></ul> 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