

CLINICIAN PERSONNEL ORIENTATION

A. PURPOSE:

To ensure that all physicians receive adequate orientation to perform their job requirements according to Department of Corrections Health Services guidelines.

B. DEFINITION:

Preceptor: Individual assigned as the primary contact for a new physician for the duration of the orientation period. The role of the preceptor is to assist the new employee in learning the required Department of Corrections and Health Services policies and procedures.

C. RESPONSIBILITY:

1. It is the responsibility of the Medical Executive Director (MED)/Chief Health Officer (CHO) to assure that each newly hired physician is provided with a comprehensive orientation, under the direction of a preceptor (the MED/CHO or designee), to perform his/her job responsibilities.
2. It is the responsibility of the Regional Health Services Manager (RHSM) to review orientation files periodically and maintain documentation which demonstrates compliance. Noncompliance with standards of this HSB must be reported to the Regional Medical Executive Director (RMED).
3. It is the responsibility of the Regional Medical Executive Director (RMED) or designee, to provide appropriate orientation to physicians hired into the MED/CHO position.
4. The RMED may delegate the physician preceptorship role to other physicians as deemed necessary and/or appropriate.

D. ACTION:

[DC4-654D](#) *Clinician Personnel Orientation Process Checklist* will be utilized to assure all primary areas of responsibility are addressed during the orientation period. Additional areas of necessary training will be identified by the preceptor based on need.