

CAMC New Manager Orientation Program

Preface

The New Manager Orientation Program is set up to ensure that the organization has provided the new manager the necessary knowledge and tools to be effective in their new role. This program is generic in that all CAMC Health System managers are required to participate. Other specific training needs will be addressed by their discipline i.e. Nursing.

CAMC's manager orientation program is designed to:

- Be flexible enough to meet trainee's learning needs
- Involve members of the executive and administrative staff
- Provide the new manager with orientation plan and timeline
- Provide support during orientation (mentor, support team as appropriate, formal and informal feedback, assigned peer/buddy)
- Ongoing development opportunities

Name: _____ Unit: _____ Hospital: _____

Mentor: _____

Administrator: _____

Initial Education Plan Review with Employee Date: _____

Unit/Department Orientation Start Date: _____

Anticipated End of Phase I Orientation Date: _____

Anticipated End of Phase II Orientation Date: _____

Anticipated End of Phase III Orientation Date: _____

Anticipated End of Phase IV Orientation Date: _____

Review Performance Planner Date: _____

Employee Signature: _____

Mentor Signature: _____

Administrator Signature: _____

**CHARLESTON AREA MEDICAL CENTER``
MANAGER ORIENTATION PROGRAM**

JOB TITLE: _____Manager_____ NAME: _____
 PHASE I ORIENTATION COMPLETED: _____ MENTOR: _____
 PHASE II ORIENTATION COMPLETED: _____ ADMINISTRATOR: _____
 PHASE II ORIENTATION COMPLETED: _____
 PHASE IV ORIENTATION COMPLETED: _____

| Manager Orientation/ Leadership Success Factors | APPROVED RESOURCE | New Manager Date/Initials | | Final Validation by | |
|-------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| | | | | Date Completed | Initials |
| | | | PHASE I | | |
| Develop culture that inspires loyalty and trust | <ul style="list-style-type: none"> CAMC University | | Attend CAMC University Programs: <ul style="list-style-type: none"> Service Plus | | |
| | <ul style="list-style-type: none"> CAMC University AA/Director | | AA's Secretary or Manager will schedule appointment with department leaders below for one-on-one overview. <ul style="list-style-type: none"> Biomedical Engineering Maintenance Disaster Response Safety Reporting/ Sentinel Events TJC-The Joint Commission Health Information Management & Privacy Compensation Policies & Procedures Finance/Supply Chain Mgmt Employee Health / Infection Control Patient Education Marketing Information Services | | |
| System software classroom training | <ul style="list-style-type: none"> Human Resources Accounting | | <ul style="list-style-type: none"> Lawson Human Resources and Financial Training Shop Til you Drop! (Purchasing) Module | | |

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|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| Computer Software class room training | <ul style="list-style-type: none"> • Inform. Services • Human Resources | | <ul style="list-style-type: none"> • Soarian • KRONOS • EMR • MAK | | |
| | | | PHASE II | Date Completed | Initials |
| Effectively manage work to ensure long term viability and accomplishment of mission | <ul style="list-style-type: none"> • CAMC Strategic Plan • Dept Scorecard • Human Resources • CAMC University • Information Services System Training • Six Sigma | | Attend CAMC University Programs: <ul style="list-style-type: none"> • Getting Started as a New Leader • Crucial Conversations • FMLA (HRU) • Compensation Policies and Procedures (HRU) • Sexual Harassment (HRU) • Discipline Management (HRU) • Enhancing Staff Retention (HRU) | | |
| Build and Sustain Strategic Relationships in and across teams | <ul style="list-style-type: none"> • CAMC University | | Attend CAMC University Programs: <ul style="list-style-type: none"> • Diversity (HRU) • Communicating with Impact • Building Winning Partnerships | | |
| Computer Software class room training | <ul style="list-style-type: none"> • CAMC University • Information Services • Management Engineering • Nursing Resource Management • Human Resources | | AA/Director will determine need and prioritize <ul style="list-style-type: none"> • Microsoft Outlook • Microsoft Excel • Microsoft Power Point • Laser ARC • Action OI • Patient Classification (Medicus) • Crystal Reports (If appropriate) | | |
| Manage Change | <ul style="list-style-type: none"> • CAMC University | | Attend CAMC University Programs: <ul style="list-style-type: none"> • Facilitating Change • Navigating Beyond Conflict | | |

| Manager Orientation/ Leadership Success Factors | APPROVED RESOURCE | New Manager Date/Initials | | | | |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------|-----------------|
| | | | PHASE III | | Date Completed | Initial |
| | <ul style="list-style-type: none"> • CAMC University • Performance Improvement • Six Sigma | | Attend CAMC University Programs: <ul style="list-style-type: none"> • PDSA/Change Theory • Understanding Team Dynamics • Crew Training (if applicable) • PI: The Six Sigma Way • LEAN Principles • TCT (Transforming Care Together) • Baldrige Training | | | |
| | | | PHASE IV | | Date Completed | Initials |
| Demonstrates the value of developing self and others | <ul style="list-style-type: none"> • CAMC University/HR • Mentor, AA or System Administrator | | Attend CAMC University Programs: <ul style="list-style-type: none"> • Coaching for Improvement • Performance Management (HRU) | | | |
| Computer Software classroom training | <ul style="list-style-type: none"> • Management Engineering • Six Sigma | | VFA Spend Manager (MEZZIA) MINITAB (Six Sigma Green Belts Only) Visio (Six Sigma Green Belts Only) | | | |

SIGNATURE SHEET

This page must be retained with the Orientation Program packet.

| PRINTED LEGIBLE NAME | INITIALS | DATE | PRINTED LEGIBLE NAME | INITIALS | DATE |
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To be completed at the end of orientation, prior to sending CBO to HR:

I hereby agree that the documentation in this CBO packet is accurate documentation of my orientation activities.

Date: _____

Signature of **Orientee**: _____ Employee ID # _____

I have reviewed and used this CBO to complete the end of orientation evaluation and to develop the performance planner.

Signature of **Administrator**: _____

