

# Migrant Health Orientation

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## Policy Sample

Policy #: \_\_\_\_\_

Original Effective Date: \_\_\_\_\_

Revised Date: \_\_\_\_\_

Page: 1

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**POLICY:** **Insert Health Center Name** is committed to providing culturally competent health care services to all its patients and is dedicated to ensuring that all staff members are knowledgeable and equipped with the skills and information required to provide exceptional care. **Insert Health Center Name** provides all staff with an orientation to Migrant Health as a component of the new staff training program.

**PURPOSE:** Orientation programs assist staff in understanding organizational values and culture, and as a result, encourage commitment to the organization and the community they serve. The purpose of the Migrant Health orientation is to introduce all staff to **Insert Health Center Name**'s commitment to serving the migrant and seasonal farmworker population in our community and to share important population information that may enhance and improve the quality of healthcare services provided by **Insert Health Center Name**.

The Office of Human Resources takes the lead in the orientation program for new staff members. All new, regular staff employees, both full and part-time, are required to attend the orientation program for new employees on the first day of employment. Wherever possible, orientation will occur before job activities begin, but can occur up to 30 days after hiring.

### PROCEDURE:

#### **Office of Human Resources Responsibilities**

1. Offer regularly scheduled sessions for new employee orientation.
2. Provide training materials and supplemental resources for training.
3. Provide information and resources about migrant health specific policies, eligibility criteria and reporting and offer tools for practice implementation.

#### **New Employee Responsibilities**

1. Participate in appropriate orientation processes.
2. Seek information to enhance his or her orientation process.