

Corporate orientation welcome packet



CAMC
Health System





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Congratulations and welcome

Congratulations and Welcome to CAMC Health System!

In accepting your new position, you are joining an organization that's nearly 9,000 employees strong. As Southern West Virginia's premiere medical teaching facility, CAMC Health System prepares a variety of health care practitioners to care for West Virginians. Our well-trained physicians, nurses, allied health professionals and support staff offer thousands of families convenient access to quality health care.

CAMC is recognized both regionally and nationally for our focus on quality care. We are home to one of the top heart programs in the United States, the state's only dedicated Women and Children's Hospital, the only kidney transplant center in the state, a Level I Trauma Center and the highest level of neonatal care.

CAMC has nearly 600 physicians with admitting privileges, and together we care for more of the uninsured, Medicaid and Medicare populations than any other hospital in the state. CAMC is the backbone of tertiary care for West Virginia, and now that you have joined us, you're helping to provide this critical care as well.

In addition to national recognition for our clinical performance, I believe that we are truly the Heart and Soul of our community on a more personal level. Each month, I am privileged to review award nominations from employees, managers and patient families describing the excellent and personal care they have witnessed from our employees.

There is no doubt that ours is a prestigious place to practice in your chosen field. But suppose you haven't yet settled into your chosen field. Just ask around and you will be sure to find a co-worker who, with the help of one of our many exciting workforce development programs, has established a rewarding and fulfilling career here. We recently have offered programs leading to careers in health unit coordinating, respiratory therapy and nursing. We also offer GED-preparation and computer skills training classes for our employees.

As you begin your journey with Charleston Area Medical Center Health System, I invite you to join our award-winning team in focusing on what has brought us all into the field of health care: Our mission – striving to provide the best health care to every patient, every day.

Dave Ramsey, CEO



New employee checklist

Congratulations. Your onboarding to CAMC has begun!

In this booklet, along with the electronic notification you received, you will find information regarding orientation and benefits.

The following checklist has been provided to you in order to ensure you are prepared for your first day of employment and orientation. All dates, times, and contact numbers will be included in your electronic notification you received.

- Report to security for identification badge. You will receive your badge at orientation.

- Pre-employment physical

- Contact manager or designee to obtain post orientation schedule.

Identification Information (I-9)

You will receive a separate email from service@ebiinc.com with the subject titled “Form I-9 Request for Completion for (your name).”

- Complete section 1 of the I-9 process sent to you via email from EBI prior to attending orientation.

- The Immigration Reform and Control of 1986 (IRCA) requires that you provide documentation verifying your identity and work eligibility.

- Please refer to page 8 to obtain list of acceptable documents. You must provide documentation from List A or List B AND C at orientation.

Background check

You will receive a separate email from customer@ebiinc.com with the subject titled “Charleston Area Medical Center – Request for Additional Information.” The background authorization form gives Charleston Area Medical Center the authorization to complete necessary checks before employment.

Credentialed providers

- Credentialed providers will receive information via email from medical affairs in regards to the required in-services. Orientation date will be arranged in coordination with the provider, medical affairs and human resources based on medical staff and board approvals.



Finding your way



Directions and parking at CAMC Memorial Hospital

Direction to CAMC Memorial Hospital

After crossing the 35th Street bridge, turn right at the stop light onto MacCorkle Avenue.

Continue on MacCorkle Avenue and pass McDonalds, which will be on your left, proceed to the stop light at 31st Street. Stay in the right hand lane and turn right into the **CAMC Memorial Hospital** campus (3200 MacCorkle Ave. SE, Charleston).

Parking

As you enter the hospital campus, proceed straight to enter the **employee parking garage**. Please press intercom button to gain entry to garage.

Pre-employment physical

Get your pre-employment physical at Employee Health, located in the nine-story **Medical Staff Office Building** in Suite 410. The Medical Staff Office building is to your right as you enter the CAMC Memorial Hospital campus.

Identification badge

Get your identification badge in the security office, located in the employee parking garage. Approach building as though you were **entering through the vehicle entrance. Security office is on your left.**



Finding your way

Corporate Orientation

Due to social distancing guidelines, large groups are not permitted. Therefore CAMC is offering a drive thru service to pick up new employee information. Your welcome email says at which location you have been scheduled to attend.

CAMC Innovation Center at Northgate

400 Association Drive
Charleston, WV 25311



CAMC Innovation Center



Employee documents

Dependent information

If you are planning to cover your spouse or dependent child, please come prepared with their personal information along with the following:

Spouse:

- marriage certificate

- most recent tax return

- spouse verification letter (included in electronic on-boarding forms)

Children:

- birth certificate

New Employee Forms

CAMC offers an electronic on-boarding process. On your second day of employment, you will receive an email with instructions regarding completion of new hire forms. Instructions are also included in your new employee packet distributed on your first day.

Payroll distribution

CAMC Health System offers two options for employees to receive their paycheck. Employees can elect to have their paycheck direct deposited or applied to the Rapid Paycard. As part of the electronic on-boarding process, you will be given the opportunity to enroll in direct deposit. If you do not enroll in direct deposit, you will automatically be issued a rapid pay card.



Identification documents

Important information:

The Immigration Reform and Control Act of 1986 (IRCA) requires that new employees submit proper documentation proving identity and meeting employment eligibility requirements. Please complete Section I of the I9 process which was emailed to you prior to orientation.

To validate your employment eligibility you must complete Section 1 of the E-verify process. This link was

emailed to you. When you attend orientation, you will need to bring forms of identification listed on page 9 of this booklet.

To ensure compliance with IRCA, CAMC participates in the Federal E-Verify system to determine work authorization status. This is done by your submission of the proper types of identification found on the following page. You will be requested to provide documents upon registration at orientation.



Identification documents

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				(1) NOT VALID FOR EMPLOYMENT
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		5. U.S. Military card or draft record		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		6. Military dependent's ID card		4. Native American tribal document
		7. U.S. Coast Guard Merchant Mariner Card		5. U.S. Citizen ID Card (Form I-197)
		8. Native American tribal document		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		9. Driver's license issued by a Canadian government authority		7. Employment authorization document issued by the Department of Homeland Security
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Dress code and appearance

Dress code and appearance

To ensure that employees present a professional image to the public, patients and visitors, the company requires that all employees wear appropriate attire while at work, conducting company business or representing the company at functions outside of the organization.

The employee identification badge (ID) is expected to be part of each employee's regular attire and should be visible at all times while on company property. ID badges are not to be defaced in any manner, nor will the employee's picture be covered with stickers or any other item. ID badges provide access to company property, parking facilities and equipment. They should be protected at all times and kept in the custody of the employee to which they are assigned. Employees should not loan their ID badges to anyone else. Lost or stolen ID badges should be reported to security immediately. Retractable badge holders displaying advertising or other company logos are not permitted; however decorative, non-offensive badge holders are permitted. Lanyards are allowed except in patient care areas where they may pose a safety risk. Managers will determine if a lanyard is appropriate for each work area.

Appropriate attire and good hygiene are of utmost importance in a health care setting. Employee dress and appearance should not be perceived as a distraction by patient and visitors. Since the desire of the company is to ensure that employees present a professional image, and to maximize safety for our patients and staff, the following guidelines for dress and appearance must be followed.

Management has the right to address any of the items set forth in this policy and to enforce more stringent guidelines for their specific work areas due to safety concerns or customer perception concerns.

Employees who report for work inappropriately attired or in direct violation of this policy will be sent off duty.

All employees should report to work in attire that is neat and clean and fits appropriately. Shoes must be

suitable to the work area. Hair, including facial hair, must be clean, styled, well-groomed and must adhere to safety guidelines for the designated work area. Tattoos are permitted, except on the face, but must not be offensive to the reasonable person. Tattoos cannot be discriminatory in nature, therefore, not disparaging of others' race, color, age, religion, national origin, sex, disability or veteran status. Tattoos that are considered discriminatory or offensive must be covered at all times. Company supplies may not be used to cover tattoos. The manager has the authority to determine what is appropriate for each work area. Employees that work in a patient care area or area that prepares food or sterile products for patient use are prohibited from wearing any type of artificial nails. Natural nail tips are to be kept less than ¼ inches long.

If the department permits wearing jeans, the jeans must be neat, clean and must not be torn.

In addition to appropriate attire, employees are required to practice good grooming and personal hygiene as a condition of employment. This includes not using perfume, cologne, or fragrances to which many are allergic and/or sensitive. Employees should report to work clean and free of body odor or bad breath.

Accessories, jewelry, and piercings must not distract nor present a safety hazard. The manager has the authority to determine what is appropriate for each work area.

Employees will be expected to comply with position specific guidelines which reflect the particular department or role within the company. This may include required uniforms or other approved attire.

Employees should be aware of the guidelines for their work area.

Certain uniforms or other attire provided by the company, such as scrub suits, are not to be worn off company premises. Although no deposit for company-owned uniforms is required, employees will be charged for uniforms that are lost or willfully damaged. At termination of employment, employees will be required to return all company uniforms.



Corporate orientation

Corporate orientation process

New employees should report to the designated location to pick up their new employee packet and complete the I-9 process. Immediately following the receipt, the new employee should report to their department to complete required in-services. Employees are required to wear masks.

Please note: the schedule for professional nursing and other applicable orientations will be distributed at the end of the day of corporate orientation.

RN/LPN professional nursing orientation

Professional Nursing Orientation is a 3½ day required session for all newly employed nurses. Classes include education on the orientation process, patient safety, communication, Cerner training (computer system for documentation, results, orders, medications, etc.), IV therapy, and blood administration. All nurses are also required to take and pass a medication calculation and blood administration test.

HUC/NA/NE, Patient Safety Attendant, Transport Attendant, Professional Nursing Orientation

Professional Nursing Orientation is a 3½ day required session for all newly employed Health Unit Coordinators (HUC), Nursing Assistants (NA) and Nurse Externs (NE). Classes include education on the orientation process, patient safety, communication, and Cerner training (computer system for documentation of vital signs, intake and output, patient care, etc.). Included in this session is a patient care skills lab, with hands-on application of bed making, bathing, turning and positioning, transfers, and all aspects of personal care.

Additional orientation

All other health care professionals and credentialed providers will be required to complete Cerner training as a component of orientation. Depending on the employee's position, training will be one half day to full day of training. Cerner training will occur on the third day of orientation.

Credentialed providers will be expected to complete Cerner training and Medical Affairs orientation on day three to receive full Cerner access.

BLS training

BLS training is required for employees providing patient care. BLS training is taught day two of your orientation and class begins promptly at 8 am with registration beginning at 7:30 am. BLS training is located in classroom A&B at CAMC Health Education and Research Institute.



New Employee FAQs

When will I be asked to provide identification?

In accordance with federal regulations, every employee hired after November 6, 1986 must complete an I-9 form at the time of hire. Employees must complete Section 1 of the form when they begin employment. The employer must complete Section 2 within three days of the employee's starting date at work. The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. When you arrive at orientation, our team will request identification and then will verify the documents you submitted, we will return them to you later today. Don't worry, we will keep these documents safe!

I know I need an ID badge. How do I get one?

Prior to today you had the opportunity to visit our Security Office at Memorial Hospital, located on the first floor of the parking garage, to have your picture made. If you did not do this already, please use the morning or afternoon break to have your ID made. Keep in mind the security team's lunch break is very similar to yours today so they may not be available to assist you at that time.

What are my options to receive my paycheck?

CAMC Health System offers two options for employee to receive their paycheck. Employees can elect to have their paycheck direct deposited or applied to the Rapid Paycard. Payroll authorization form will be completed electronically.

Will I be required to attend BLS training?

Individuals who provide patient care are required to attend CAMC'S BLS training scheduled for tomorrow at 8AM at the CAMC Health Education Research Institute (CHERI). The building is located across the street from the hospital, next door to McDonalds. Even if you have obtained a BLS card from another entity, please plan to attend tomorrow's training. Today's HR team is not able to excuse or exempt you from tomorrow's training. If you have further questions, please contact your manager.

What will the remainder of my first week of employment look like?

- If you are a Nursing Assistant, Patient Safety Attendant, HUC, LPN, Nurse Extern, Transport Attendant, Certified Medical Assistant (Cancer Center only) or RN, you will receive your schedule for additional training from Professional Nursing at the end of the day.
- If you work in Environmental Services (Housekeeping) or Nutrition Services (Dietary), you will meet with a management representative from your department at the end of the day for a quick team huddle. During this huddle the department representative can answer questions you may have.
- If you are required to use the organization's electronic medical record system (Cerner), you will receive a schedule for required training at orientation.
- If you are not in one of the positions or departments mentioned above, you will report to work according to the scheduled provided to you by your new manager or department representative.



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