

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Staff Orientation

POLICY: Each delegate agency must provide or arrange for orientation of its new staff members to the operation of the delegate agency and the North Dakota Family Planning Program.

GUIDELINES:

1. Must have an agency policy on staff orientation process.
2. The orientation procedure should be consistent with the size of the agency and the new employee's job responsibilities.
3. Components that must be included in the orientation procedure are:
 - a. General orientation
 - 1) Tour of facility.
 - 2) Introduction to staff.
 - 3) Review of agency policies and procedures.
 - 4) Review of position description and job responsibilities.
 - b. Program specific
 - 1) All components to the current Title X Guidelines must be reviewed.
 - 2) ND Family Planning Program mission statement.
 - 3) Review of state and delegate family planning policies and procedures and protocol manuals.
 - 4) Orientation to state and local forms and records used in the program.
 - 5) Review of current program grant goals and objectives.
 - 6) Review of ND FPP committees.
 - 7) Review of family planning educational brochures and materials.
 - 8) Review of the ND FPP website located at <http://www.ndhealth.gov/family-planning/>
 - 9) Review the online Title X orientation located on the ND FPP web site <http://www.ndhealth.gov/family-planning/trainings.htm>
 - 10) Review of North Dakota mandatory reporting law; <http://www.legis.nd.gov/cencode/t43c17.pdf>
4. Delegate directors shall receive orientation from the state office staff, to include;
 - a. Review of current Title X guidelines.
 - b. Review of OPA organization.
 - c. Review of ND FPP policy and procedures and protocol manuals, required agency reports.
 - d. Review of Title X funding and program funding allocations.
 - e. Review of ND FPP federal grant application.
 - f. Regional OPA office and training center.

5. Midlevel clinicians shall receive orientation from the state office, to include;
 - a. Onsite visit within first month of employment with contracted state midlevel clinician.
 - b. Review of current Title X guidelines.
 - c. Review of ND FPP protocol manual
 - d. Review of ND FPP policy and procedure manual.
 - e. Six month follow up onsite review by contracted state midlevel clinician.

References:

1. Program Guidelines for Project Grants for Family Planning Services 2001, p. 10, Section 6.6, Training and Technical Assistance.
2. OPA Program Instruction Series, OPA 11-01: Title X Grantee Compliance with Grant Requirements and applicable federal and state law, including state reporting laws.

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