

**Title: Medical Staff and Allied Health  
Advanced Practice Professional  
Orientation**

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Reviewed:

Revised: 05/8/12, 08/13/19; 03/06/21

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**I. POLICY**

All applicants for membership with privileges on the Medical Staff and Allied Health Advanced Practice Professional (APPs) Staff shall complete the orientation process prior to privileges and/or membership being activated at East Jefferson General Hospital.

**II. PURPOSE**

Orientation of new Medical Staff and APPs will meet Joint Commission requirements. The applicants will be familiarized with hospital and Medical Staff facilities, services, personnel and policies.

**III. DEPARTMENTS AFFECTED:**

Medical Staff, Allied Health Advanced Practice Professional Staff, and all hospital departments.

**IV. PROCEDURE:**

**A. Medical Staff/AHP APP Orientation**

1. Online Orientation

The applicant will complete the online Medical Staff/ APP Orientation modules as part of the Initial Medical Staff/Allied Health application process. The application will not be considered complete until the signed certificate of completion is returned to the Medical Staff Office. This includes, but are not limited to the following modules, Medical Staff/APP Orientation Manual, Patient Safety, Pain Management Education, Restraints, etc.

2. Computer training/ Orientation

Applicant must complete the mandatory computer CPOE training and in person hospital tour. The tour will consist of the following activities

- ID Badge
- Access to hospital building, departments, doctors parking lot (if applicable)
- Hospital tour

**V. RESPONSIBILITY:**

Questions concerning this policy and recommended revisions shall be directed to the Medical Staff Credentialing Supervisor, Hospital Medical Director, or designee.

**VI. APPROVAL:**

Reviewed and approved by the Medical Executive Committee on 5/8/12.