Policy: New Employee IS Orientation and Training

1.0 Overview

Knowledge of departmental Information Systems resources is a critical component to how people interact with others and how they perform in everyday work environments. With an increase in requirements for computer data safety (EPHI, HIPAA) and the general nature of technology growth, having initial computer training and orientation when entering the job is needed. This will increase productivity, familiarize staff with IS personnel, and generally educate which reduces future increased loads on Help Desk staff.

2.0 Purpose

This policy helps establish a base level of knowledge and understanding of specific department level information system applications, network usage, tools, resources, polices, and guidelines.

3.0 Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Dept of Medicine facility, has access to the Dept of Medicine network, or stores any non-public information.

4.0 Policy

4.1 General

New employees defined above will be required to have scheduled meeting with DOM IS staff within one week of their official start date detailing the following items:

A. Login, logout actions, and changing passwords.
B. Navigating, saving, and retrieving files to network drives
C. General Groupwise usage including sending, checking email, saving drafts, working with calendars, and creating vacation reminders.
D. A general outline of the department’s public and private website.
E. Any additional items the employee might need to carry out their daily work.

5.0 Enforcement

Any faculty or staff member found to have violated this policy may be subject to removal of network and email access.

6.0 Definitions

EPHI  Electronic Protected Health Information
HIPAA  Health Insurance Portability and Accountability Act

8.0 Revision History

Version 1.0 04-16-2007