

Standard Operating Procedure (SOP)

Orientation to Hospital Policies, Code of Conduct, and Confidentiality Agreements

Purpose

This SOP provides a comprehensive **orientation to hospital policies**, including the hospital's code of conduct and confidentiality agreements. It ensures that all new employees and staff understand the organizational standards, ethical behavior expectations, patient privacy laws, and data protection protocols. The purpose is to foster a professional workplace environment, promote compliance with legal and institutional requirements, and safeguard sensitive patient information through clear guidelines and consistent training.

Scope

This procedure applies to all new hires, staff, contractors, interns, and volunteers at [Hospital Name].

Responsibility

- **Human Resources (HR) Department:** Organizes and conducts orientation sessions. Maintains records of attendance and documentation.
- **Department Managers:** Ensure all new team members attend and comply with policies.
- **All Employees:** Attend orientation, sign necessary agreements, and uphold the hospital's policies and code of conduct.

Procedure

1. **Scheduling Orientation**
 - HR schedules all new hires for the next available orientation session prior to commencing duties.
2. **Distribution of Materials**
 - Provide copies (physical or digital) of the following documents to all participants:
 - Hospital Policy Manual
 - Code of Conduct
 - Confidentiality Agreements (HIPAA, GDPR if applicable, etc.)
3. **Orientation Session**
 - Conduct a structured session covering:
 - Overview of hospital mission, vision, and values
 - Key hospital policies & procedures
 - Code of conduct: professional behavior, ethics, anti-harassment, and inclusivity
 - Patient privacy rules and data protection laws
 - Review of confidentiality agreements and scenarios
 - Reporting violations and whistleblower protections
4. **Acknowledgement & Documentation**
 - Each participant signs:
 - Attendance roster
 - Acknowledgement of policy receipt & understanding
 - Confidentiality agreement
 - Files are retained in the employee's personnel record by HR.
5. **Post-Orientation Follow-up**
 - Department managers provide additional department-specific policy training as necessary.
 - HR conducts periodic audits to ensure compliance and updates training materials as needed.

Key Documents & References

- Hospital Policy Manual
- Code of Conduct
- Confidentiality Agreement Templates
- Relevant Regulations (e.g., HIPAA, GDPR)

Revision & Review

Version	Date	Author	Review Date	Changes
1.0	[YYYY-MM-DD]	[Name, Title]	[YYYY-MM-DD]	Initial SOP creation

SOPs should be reviewed annually and updated as needed in response to organizational and legal changes.