

**UTMB Computer Based Training Program Description  
Institutional Review Group Approval Form**

<b>Program Name/Topic</b>			
<b>This program is:</b>	<input type="checkbox"/> New	<input type="checkbox"/> Existing (Version #)	
<b>Is/Will this program be developed:</b>	<input type="checkbox"/> Internally (UTMB)	<input type="checkbox"/> External Vendor	
<b>Funding Source:</b>		<b>Amount:</b>	
<b>Coordinator Name</b>			
<b>Coordinator Contact Information</b>	<b>Email:</b>		<b>Telephone:</b>
<b>Reason for Program (goals)</b>			
<b>Course is (check one):</b>	<input type="checkbox"/> Required	<input type="checkbox"/> Optional	
<b>Intended Audience by Entity</b>			
<b>Intended Audience by Job</b>			
<b>If Required, State Why and Attach Description Document , including the requirement is for new employees. (policy, law, regulation, etc.)</b>			
<b>Time Requirements (how often to take &amp; how long is the course)</b>			
<b>Are the time requirements stated in any law, policy, regulation, etc.?</b>	<input type="checkbox"/> Yes If yes, please attach a copy of the documentation.	<input type="checkbox"/> No	
<b>Consequences (what happens if we don't have people take the course? What is the exposure cost to the institution?)</b>			
<b>How will the course be evaluated?</b>			

Course Learning Objectives					
Course Modules/Structure					
Is there a Pre-Test/Post-Test?					
Computer Skill Level Needed	<input type="checkbox"/> None	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Not Known
Learning Skill Level Needed	<input type="checkbox"/> Not Known	<input type="checkbox"/> High School	<input type="checkbox"/> College	<input type="checkbox"/> Advanced Degree	
What kind of access to computers does the recommended audience have?					
How is this material being delivered now?	At UTMB?		Outside of UTMB?		
Submitted By:			Date Submitted:		
IS Committee Decision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending (See Description Below)		
Date of Decision:	Comments:				

Section 3	Human Resources Policies	04/01/90	- Effective
Subject 3.6	Training and Development	06/23/00	- Revised
<b>Policy 3.6.4</b>	<b>New Employee Orientation</b>	Human Resources	- Reviewed - Author

## **New Employee Orientation**

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### **Audience**

This policy applies to all employees with the exception of those employees who are required to attend the Nursing Service orientation through the Nursing Service’s Educational Resource Center.

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### **Introduction**

Orientation is designed to acquaint new employees with UTMB's history, mission, and goals. It will provide necessary policy, procedure, health, safety, and security guidelines for new employees, as well as an overview of available benefits.

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### **Policy**

All new employees shall attend an orientation session in accordance with the guidelines listed below.

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### **Guidelines**

It is the responsibility of the employee’s immediate supervisor to ensure that the employee reports for scheduled orientation. The Orientation Team of the Human Resources Department or the Correctional Managed Care (CMC) Regional Human Resources Office will follow up with the appropriate supervisor regarding new employees who fail to attend as scheduled.

All employees, including off-campus employees (work site not based in Galveston) will be scheduled for orientation by the Human Resources Department (HRD). The Orientation Team of the Human Resources Department or the CMC Regional Human Resources Office will notify the appropriate department staff of the assigned orientation dates. Departments are encouraged to have off-campus employees attend orientation. If an off-campus employee is unable to attend orientation, departments may contact the HRD to obtain the necessary orientation materials. New employee orientation for CMC employees will be conducted at the appropriate CMC Regional Human Resources Office, unless otherwise designated.

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UTMB HANDBOOK OF OPERATING PROCEDURES

Section 3	Human Resources Policies	04/01/90	- Effective
Subject 3.6	Training and Development	06/23/00	- Revised
<b>Policy 3.6.4</b>	<b>New Employee Orientation</b>	Human Resources	- Reviewed - Author

## **New Employee Orientation**, Continued

### **Guidelines (cont'd)**

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Orientation will be offered on a weekly basis both for employees eligible for the Optional Retirement Program and employees eligible for the Teacher Retirement System. Correctional Managed Care new employee orientations will be conducted on a bi-weekly basis.

Special group orientations may be arranged by contacting the Orientation Team of HRD or the Correctional Managed Care Regional Human Resources Office.

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