

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Compensated Member Onboarding	SOG #101-006
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

Description: Having a standardized and formalized onboarding or orientation process for LPEMS sets expectations for the organization and the compensated member and outlines the responsibilities of the members involved in this process.

Definitions:

Onboarding- A formal organizational process designed to welcome new compensated members, orient them to the position and organization, and enable them to become productive and engaged in a shorter time. Effective onboarding familiarizes new members with the organizational processes and procedures and enables them to become effective more quickly.

Purpose: The purpose of this guideline is to establish a standard for onboarding new compensated members to the LPEMS organization.

Procedure: After an offer of employment is accepted the new member will be sent the Compensated Member Orientation Checklist (Appendix 101-006A) to review along with a copy of the LPEMS SOG's, Member Handbook, and Position Description. Additionally, preemployment forms will be emailed for completion prior to the 1st Orientation Shift.

Members will be oriented by senior providers at LPEMS for a minimum of 3 shifts. ALS members are subject to Medical Command authorization as outlined in SOG 101-007 in addition to completion of this process.

Pre-Orientation Information Collected

1. Resume
2. Copies of Certification
3. Criminal Background Submitted
4. Childline Clearance Submitted
5. Position Description – Signed
6. W-4 Completed
7. I-9 Completed
8. Insurance Beneficiary Form Completed
9. ADP Payroll Form Completed
10. 401K Enrollment Form
11. Workers Comp Form Completed
12. Harassment Policy Acknowledgement – Signed
13. SOG Acknowledgement Form – Signed
14. Benefits Enrollment – If Eligible
15. Drug Test Completed (Tower Health)
16. Physical Completed (Tower Health)

Pre-Orientation Infection Control Officer Information Collected

1. Hepatitis Record or Waiver Signed
2. PPD/Prior Immunization Records
3. Completion of LPEMS Infection Control Course

Management Items to Complete

1. Submit Payroll Memo
2. Enter information into ADP.
3. Enter Member into ESO
4. Enter Member into When to Work
5. Enter Member into Power Clock
6. Enter Member into Tapp Lock (ALS)
7. Enter Member into Vend Link
8. Enter Member into Key Scan
9. Enter Member into Active Alert
10. Issue Uniforms and Equipment
11. Ensure compliance with this policy and completion of Checklist.

