



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Dietary Services (DT)		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Departmental Orientation Program for Dietary Staff		
<b>Applies To:</b>	All Dietary Services Staff		
<b>Preparation Date:</b>	January 06, 2025	<b>Index No:</b>	DT-IPP-004
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## 1. PURPOSE:

- 1.1 To ensure that new employees are familiarized with the areas of the hospital of which they should have knowledge

## 2. DEFINITONS:

- 2.1 Orientation – refers to the personnel activity that introduces new employees to the organization, their tasks, their superiors, and their work groups. It is the mechanism by which new dietary staff is familiarized with the hospital, job and work environment.
- 2.2 New Hire Staff – refers to all new dietary staff joining the hospital for the first time.

## 3. POLICY:

- 3.1 General Dietary Orientation (GDO):
  - 3.1.1 To establish a consistent policy and applicable procedures regarding the orientation of new dietary service staff starting employment in Maternity and Children Hospital, Hafer Al Batin.

## 4. PROCEDURE:

- 4.1 General Dietary Orientation (GDO):
  - 4.1.1 The Overview of the Hospital systems.
  - 4.1.2 Hospital Policies & procedure.
  - 4.1.3 Scope of Service.
  - 4.1.4 Job Descriptions.
  - 4.1.5 Department Mission & Vision
  - 4.1.6 Infection Control polices & Procedures.
  - 4.1.7 Safety Policies, Disaster Plan & Staff Responsibilities
  - 4.1.8 History of the department.
  - 4.1.9 Tour of the physical environment
  - 4.1.10 Introduction to departmental employees.
- 4.2 Orientation to the job is especially important process in that it most readily enables a new dietary service staff to become a productive member of the hospital.
  - 4.2.1 This part of orientation consist of:
    - 4.2.1.1 Discussion of common problems & advice on how to avoid them.
    - 4.2.1.2 Review of dietary service policies &procedures
    - 4.2.1.3 Overview of required reports & records.
    - 4.2.1.4 Instruction regarding the use of any equipment.
    - 4.2.1.5 Information regarding supplies, materials, & types of assistance available.
    - 4.2.1.6 Development of monthly schedule.
    - 4.2.1.7 Training Plan for New Employees.

## 5. MATERIALS AND EQUIPMENT:

5.1 N/A

## 6. RESPONSIBILITIES:

6.1 All Newly Hired Dietary Service Staff

## 7. APPENDICES:

7.1 N/A

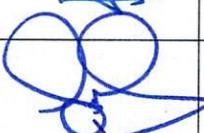
## 8. REFERENCES:

8.1 Medical Nutrition Therapy Book

8.2 Diet Manual 4<sup>th</sup> edition Oct 1994

8.3 Kingdom of Saudi Arabia, General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], 1434.

## 9. APPROVALS:

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