

Article 10A – Orientation

A. Preceptor Training

All bargaining unit employees fulfilling the role of primary preceptor of an employee will be required to attend the established UVMMC Preceptor Workshop. The primary preceptor is defined as the bargaining unit employee assigned to oversee the full orientation of another employee. All bargaining unit employees scheduled as preceptors will have the opportunity, at their manager's discretion, to attend the established UVMMC Preceptor Workshop. The hours spent in the training program will be worked hours.

B. Unit Orientation

1. Each department and/or cost center will collaborate with their manager and/or supervisor to develop their department/cost center orientation/training plan, including provisions for orienting agency employees, new employees and experienced employees.

2. The department/cost center orientation/training plan for each bargaining unit employee will not be extended or shortened by the manager and/or supervisor without discussion with the employee in collaboration with the preceptor and the educator and/or the employee providing training.

3. Employees undergoing their orientation/training plan shall not be given a full patient assignment independently or full work assignment, (without preceptor, educator, and/or employee providing training) unless they are fully oriented to the location of the assignment and have successfully completed training on any procedure required by the assignment.

4. If UVMMC introduces new job responsibilities, new procedures, new patient procedures or equipment, employees shall be provided appropriate training prior to the introduction. Affected employees agree to attend training during their regularly scheduled hours.

5. Each unit/department will consider hiring at least one unit/departmental educator.

6. PRD and HIM coders who are in training (new role, new team, new service) of any kind shall not be required to fill in or assist with prior job duties.