MGH IHP New Employee Orientation for Faculty & Staff Employees

Phase 2: Online Institute Orientation Modules

- **1st week**: (Tip: block times on your calendar to complete these trainings in your first week).
  - HIPAA: Privacy and Security (20 Minutes)
  - General Safety (Including Fire Safety) (25 Minutes)
  - FERPA Training (35 Minutes)

- **1st month**: (Tip: block times on your calendar to complete trainings by the end of your first month).
  - Infection Control (25 Minutes)
  - Compliance (10 minutes)
  - MGH Code Silver – Active Shooter Training (25 Minutes)
  - Employee Assistance Program (10 minutes)
  - Title IX – Sexual Harassment Training (20 minutes)

- **1st 3 Months**:  
  - **Cash Balance Retirement Plan** – Faculty Employees
  - **Cash Balance Retirement Plan** – Staff / Weekly Paid Employees

*These trainings will be completed **online** in HealthStream. Instructions for how to go in and complete these trainings are covered in day one and a guide for accessing HealthStream is in the Systems Guide tab of your orientation binder.

**This information is available on the benefits website.*