

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.*