

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY & PROCEDURE**

**NUMBER: 1477
VERSION: 2**

SUBJECT/TITLE: ADM 09.0: ORIENTATION OF THE NEW EMPLOYEE

POLICY: All new employees will receive proper orientation to the County, Olive View-UCLA Medical Center, the Department of Pathology and his/her work area.

PURPOSE: To explain the procedure for new employee orientation.

DEPARTMENTS: PATHOLOGY

PROCEDURE: The Personnel Division conducts the general orientation program to the hospital. The physical layout of the facility and the function of the various departments of the hospital are explained. General information concerning regulations pertaining to employment policies is given to the employee. Procedures for reporting accidents, unscheduled absence, breaks and lunch are explained to the employee. The new employee is made aware of his/her privileges and responsibilities under Civil Service, including the right to file grievances.

A Laboratory personnel orientation is held with each employee in which, general personnel policies are reviewed and explained. The department policies relating to work situations, work schedules, job responsibilities, and safety policies are outlined to the employee. The orientation session given to each employee is documented. The employee is given a copy of the Employee Education and Training Materials Manual. When applicable, licensure is verified, the license is obtained and posted. An administrative technologist or the immediate supervisor is delegated the responsibility to communicate department policies to the employees.

The new employee is given orientation to his/her work tasks by the immediate supervisor of the section in which the employee is assigned. This involves orientation and retraining the technical procedures by the supervisor/designated trainer. After a suitable period of training, the supervisor certifies the employee's competence to perform a given procedure or all of the procedures performed within the laboratory section. The employee assigned to rotating duties or to the evening and night shifts are given orientation to all of the laboratory sections involved during these shifts and certified as to his/her competence to perform the technical and non-technical tasks.

