

# LAC+USC MEDICAL CENTER

## DEPARTMENT OF NURSING SERVICES POLICY

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Subject: <b>EMPLOYEE ORIENTATION</b>		Original Issue Date: 1992	Policy # <b>516</b>
		Supersedes: 03/17	Effective Date: 05/21
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by:  (signature on file) Annie Marquez Interim Chief Nursing Officer	

### PURPOSE

To provide guidelines of the orientation process for the Department of Nursing employee at the LAC +USC Medical Center. The orientation process will validate that the employee has the knowledge, references and skills to competently perform basic nursing duties within their scope of practice and to provide best practice, safe and effective patient care.

### POLICY

All Department of Nursing personnel beginning employment at LAC+ USC are provided orientation to Department of Health Services (DHS) and LAC+ USC policies, standards and procedures. Central Orientation is completed through Nurse Recruitment, Nursing Human Resources and the Department of Nursing Education and Consulting Services (EDCOS) for all new nursing department employees.

A returning or current employee who has been away from patient care for more than twelve months is considered a new employee for orientation purposes. Electronic Health Record (EHR) orientation will be considered on a case to case basis.

### PROCEDURE

#### **General Orientation:**

- Provides orientation to policies, standards and procedures including but not limited to fire, safety, security, disaster, just culture and sexual harassment

#### **Central Orientation:**

- Provides an overview of the LAC+ USC organization, vision, mission, and philosophy
- Introduces the clinical standards, policies, and procedures of the Department of Nursing
- Validates skills essential to safe, effective and best practice performance
- Provides additional classes based on specialty area needs

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- Assesses competency of each orientee through posttests and return demonstrations
- Initiates a Skills Validation checklist (Orientation to Standards Based Best Practice) during Central Orientation
- Sends evidence of Central Orientation completion to the employee's Area Nursing Office

### **Medication/IV Clinic Evaluation**

The Medication/IV clinic evaluation supervised by an EDCOS educator is a required component of Central Orientation for Registered Nurses (RN) and Licensed Vocational Nurses (LVN).

**Exception:** The Nurse Manager or designee clinically supervises RNs who meet any of the following criteria:

- One year's recent experience (within previous 18 months) similar to current assignment
- College of Nursing and Allied Health graduates--within one year of graduation
- Licensed nursing staff newly hired for the operating room

Nurse Managers may require ANY RN whose medication/IV clinic was waived to complete a medication/IV clinic evaluation during Central Orientation.

### **Completion Time Frame**

- Full-time nursing department employee will complete Central Orientation within two weeks
- Relief RN/LVN employee will complete Central Orientation within one month
- Orientation must be completed prior to assuming independent patient care duties
- Exceptions may be made upon the recommendation of the Clinical Nursing Director

### **FAILURE POLICY**

Two opportunities shall be given to satisfactorily complete the required components of the Central Orientation program. Should there be a failure of any component;

#### **EDCOS will:**

- Notify employee
- Counsel and inform employee of consequences of second failure, time frame for re-examination, and opportunity for tutoring

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- Send completed *Report of First Failure* to the clinical nursing director, nurse manager, and place copy in orientation file

**Employee will:**

- Sign *Report of First Failure* and Counseling
- Prepare to retake exam, e.g., schedule tutoring (own time)
- Retake and successfully complete all component(s) failed within one week of notification of failure  
(Exception: If orientee fails first medication clinic, time frame for completion of second medication clinic is based on time necessary for remediation and instructor availability).
- Employee **may not** administer medications without direct supervision by the preceptor until they pass the medication clinic.

**Failure to demonstrate competency in any repeated component of Central Orientation shall result in a recommendation by EDCOS for termination of the orientee.**

EDCOS sends completed *Report of Second Failure* to the clinical nursing director, nurse manager, and places a copy in orientation file.

**Unit Specific Orientation**

The nurse manager, following completion of Central Orientation, coordinates unit specific orientation. Ongoing skills validation and competence is assessed and documented on the Orientation to Standards Based Practice and Probationary Performance Evaluation (Refer to specific Unit Structure Standards).

**Affiliating Nursing Faculty**

Individualized orientation is provided and is based on LAC+USC and nursing policies, standards, procedures and regulatory requirements.

**Registry Employees / Travelers**

The Registry Affairs office provide traveling nurses with an orientation packet prior to their first assignment. The packet includes an orientation checklist, which is completed by the nurse, Nursing Office, EDCOS, Nursing Information Systems (NIS), and the nurse manager of the assigned unit. The charge nurse and the traveling nurse sign upon completion. The completed Temporary RN Staff Orientation and Skills Validation checklist is returned to the Registry Affairs office by the traveling nurse and is maintained by Registry Affairs.

Per Diem Registry Nurses are provided a unit orientation on the days they are assigned.

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**REFERENCE**

California Code of Regulations, Title 22, Section 70214  
LAC+USC Medical Center Policy #509 New Employee Orientation

**REVISION DATES**

1992, 1993, 1995, 1996, 1997, 05/98, 03/05, 09/08, 12/15, 03/17, 05/21