



# Rancho Los Amigos National Rehabilitation Center

## PHYSICAL THERAPY DEPARTMENT

### POLICY AND PROCEDURE

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<b>DEPARTMENTAL ORIENTATION FOR NEW STAFF</b>	<b>Policy No.:</b>	<b>201</b>
	<b>Revised:</b>	<b>October 2021</b>
	<b>Supersedes:</b>	<b>October 2018</b>
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**PURPOSE:** To identify the procedure for orientation of new staff members.

**POLICY:** The orientation of new staff will include the provision of information that is necessary for safe and competent performance of the employee's job. Such information includes mission statements, governance, policies and procedures, age-specific and diagnosis-specific issues, safety issues, infection control practices, job responsibilities and competencies, and quality assessment and improvement activities.

#### **PROCEDURES:**

##### **I. RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

- A. All new employees will attend orientation in the Human Resources Department at the time of sign-in. The mode of orientation maybe modified for infection control safety needs.
- B. All employees will attend New Employee Orientation and Human Resources Department will schedule all new employees for fire safety, earthquake and hazard communication orientation. The method and mode of these orientations may be modified for infection control safety needs.

##### **II. PHYSICAL THERAPY DEPARTMENT**

- A. The Physical Therapy Office staff orients new staff to general departmental policies and procedures as specified in the "New Employee Orientation Procedure" (Attachment A), and documents the orientation on the Physical Therapy Department Orientation Check List " (Attachment B) which is placed into the employee's departmental personnel file.
- B. A Staff Orientation and Competency folder is maintained in the share point system accessed from the RLA DHS home page under the banner item Departments with drop down menu to access -> Rehab Therapy Division -> Physical Therapy -> Staff Orientation.
- C. New employees are instructed and encouraged to ask for clarification and/or assistance in obtaining additional information as needed. The PT

department encourages open dialogue and sharing of information to promote a safe and productive work environment.

### III. TREATMENT AREA

- A. The treatment area management team coordinates completion of the “General Orientation Guide” (Attachment C), the “Equipment competencies” Checklist (Attachment D), “Area-Specific Orientation Checklist” (Attachment E) and orientation to the unit specific information necessary for safe and effective practice for each new employee.
- B. The employee will receive instruction by a qualified trainer prior to use of new skills or equipment.
- C. All orientation materials are filed in the employee’ file in the treatment area. Copies of all orientation materials are kept filed in the Physical Therapy Office.



Director, Physical Therapy Department

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