



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

---

**SUBJECT: STAFF ORIENTATION**

**Policy No.: 211**  
**Supersedes: September 1990**  
**Revision Date: July 2022**  
**Page: 1 of 1**

---

### **Purpose:**

To outline Communication Department responsibilities for staff orientation.

### **POLICY:**

All newly hired employees and volunteers in the Communication Disorders Department shall participate in an orientation program which provides initial job training and information and assesses the individual's ability to fulfill specified responsibilities.

### **PROCEDURES:**

1. To insure that all clinical and support personnel are oriented to their jobs and the work environment, all new hires will:
  - a. Participate in the Rehabilitation Center's New Employee Orientation Program.
  - b. Complete a job-specific orientation checklist with his/her immediate supervisor. Areas addressed include:
    1. hospital orientation
    2. department orientation
    3. area assignment orientation
    4. clinical methods/procedures (as applicable)
    5. documentation methods (as applicable)
  - c. Participate in scheduled orientation, observation and training activities as scheduled by the supervisor.
2. The Communication Disorders Department maintains verification of employee orientation, including the completed orientation checklist, in the individual's departmental personnel file.
3. All volunteers and their immediate supervisors will complete the Volunteer Orientation Checklist. The completed checklist is maintained in the Volunteer Services Department as verification of orientation.

---

EFFECTIVE DATE: September 1990  
REVIEWED: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature (s) on File