

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>NEW EMPLOYEE ORIENTATION</b>	Original September 11, 2008	Policy #: <b>510</b>
	Supersedes: September 8, 2016	Effective Date: January 26, 2023
Individuals /Committees Consulted: College Credentials Administrative Committee	Reviewed & Approved by: College Planning	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

**PURPOSE:**

To ensure that all new and transferring employees are provided an orientation to the College and assigned division and responsibilities.

**POLICY:**

All new employees are oriented to:

- College of Nursing and Allied Health, Nursing, LAC+USC Medical Center, and Department of Health Services (DHS) policies in accordance with orientation requirements.
- College:
  - Mission, Vision, Values and Goals
  - Divisional policies and procedures
  - Campus and affiliated facilities
  - Safety and security precautions
  - Faculty, staff, and student support services
  - Quality improvement/Program review processes
  - Assigned division
- DHS facilities as applicable

College employees who transfer between divisions are oriented/remediated to their assigned division.

College employees who are promoted are oriented to new job duties.

**PROCEDURE:**

The divisional dean/director assigns preceptor to orient the new employee.

Preceptor:

- Uses the New Employee Orientation Checklist to coordinate the new employee’s orientation
  - Ensures completion of checklist within six months of hire
  - Submits completed checklist to Office of Educational Services (OES)
- Discusses the orientation progress with the new employee at least monthly
- Evaluates and documents the new employee’s performance monthly, using the blue probationary evaluation form.

OES files Orientation Checklist in employee’s file.

Subject:

**NEW EMPLOYEE ORIENTATION**

**PROCEDURE DOCUMENTATION:**

New Employee Orientation Checklist:

- Faculty
- Administrative and Student Support Services

Administrator/Supervisor Orientation Checklist

Monthly probationary evaluation (blue form)

**REFERENCES:**

LAC +USC Medical Center Policy #509: New Workforce Member Orientation

Nursing Policy #516: Employee Orientation

College Policy #515: Faculty Competency

**Revision Dates:**

September 11, 2008

September 8, 2011

September 8, 2016

January 26, 2023