

ACKNOWLEDGMENT OF CONDITIONS OF APPOINTMENT

I have read Los Angeles General Medical Center Policy No. 113 and agree to the following conditions of appointment:

- My sole employer is _____, upon which I rely exclusively for payment of salary and any and all other benefits payable to me or on my behalf during the period of this employment. I understand and agree that I am not an employee of Los Angeles County for any purposes and that I do not have and will not acquire any rights or benefits of any kind from the County during the period of my work in County facility(ies).
- Los Angeles County appointment can be terminated, changed, or altered by the County at any time, with or without cause or prior notice. This policy includes and applies to, without limitation, alternation of status, and cannot be changed in any way except by written agreement between an individual appointee, employing/sponsoring entity and an officer of Los Angeles General Medical Center who is authorized to bind the Medical Center.
- Scope of Assignment:
 - The scope of my assignment involves patient care activities for which I will maintain current licensure and/or certification without restriction and provide evidence to the Medical Center and Appointing Authority.
 - The scope of my assignment does not involve patient care duties.
- Liability insurance and workers compensation are the responsibility of my employer, unless otherwise contractually provided, and the County of Los Angeles shall be held harmless and will not defend in any action taken against me as a result of activities within the Los Angeles General Medical Center.
- I must be free of communicable disease, including tuberculosis, hepatitis B, and varicella, and provide verifying evidence to Los Angeles General Medical Center Employee Health Services as a prior condition of my appointment.
- I must complete **mandatory** training (**including HIPAA, infection control, patient safety, and fire/life safety**), within six months of appointment, as required by the Los Angeles General Medical Center.
- Photo-identification badges issued by the Medical Center and employer must worn at all times, as defined in Los Angeles General Medical Center policies and procedures, and displayed to patients, County employees, and the public upon request.
- Research activities are confined to the specific requirements of the IRB-approved project assigned.
- I may not enter into any patient care or work area except as defined in my job description and, as applicable, IRB-approved research protocol. Exceptions must be approved in writing by the Chief Medical Officer and/or Designated Institutional Official (DIO) for Graduate Medical Education.
- **Patient records are confidential documents that shall be kept confidential and never removed from the Medical Center facility providing the patient’s care. Patient records will not be photocopied without the consent of the patient and the Director of Health Information Management.** Access to patient records for research is limited to records required for the specific IRB-approved research project assigned and must be under the direction of supervisor.
- Use of County resources (telephones, facsimile machines, computers, electronic mail, copiers, etc.) is restricted to activities required in my job description.

Name (printed) and Signature	Employee No.	Date
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As supervisor of appointee, I have personally reviewed with him/her the conditions of appointment and take responsibility for ensuring compliance.

Name (printed) and Signature	Department	Date
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