



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: EDUCATIONAL REQUIREMENT
ORGANIZATIONAL CODE OF ETHICS**

**Policy No.: A200.1
Supersedes: May 11, 2009
Reviewed: July 2, 2013
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PURPOSE:

To provide a consistent methodology for orienting new staff to the Rancho's Organizational Code of Ethics; and in addition, provide ongoing emphasis on knowledge of the Organizational Code of Ethics in order to support the mission and vision of Rancho Los Amigos National Rehabilitation Center.

POLICY:

All newly hired employees will be oriented to the Rancho's Organizational Code of Ethics. In addition, Organizational Code of Ethics will be part of the annual performance evaluation.

GUIDELINES:

- Orientation packet given to all new employees will contain Rancho's Organizational Code of Ethics and will require all new employees to acknowledge understanding of them. This document will also be provided to all contract employees who are required to attend the new hire orientation.
- Organizational Code of Ethics will be included in the packet for all employees' annual performance evaluation.
- Organizational Code of Ethics will be included in the patient orientation packet to insure the patient and the family members understanding of the Code of Ethics.
- The Organizational Code of Ethics will be posted prominently throughout the Medical Center for parents, visitors, vendors and staff.

Reference: CARF Standard 1.43 (c)

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EFFECTIVE DATE: January 14, 2004

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.