



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF DENTISTRY POLICY AND PROCEDURE

SUBJECT: Orientation of New Staff

Policy No.: 2.5
Supersedes:
Revision Date: 11/19/09
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POLICY:

The Chairman of the Department of Dentistry shall be responsible for orientation of new staff.

PROCEDURES:

The Department Chairman or her designee including the Human Resources Department shall provide orientation training to each new staff member. Orientation training shall be documented by use of the "Orientation Check List" which shall be kept in the staff member's department personnel file. This orientation training shall include but not be limited to the following:

1. Introduction to the staff
2. Explanation of job duties, class specifications, and evaluation criteria
3. Orientation to the clinic, offices, and conference rooms
4. Explanation of infection control techniques
5. Explanation of sterilizing techniques
6. Explanation of hazardous materials precautions
7. Explanation of hazardous waste disposal
8. Explanation of radiographic safety techniques
9. Explanation of time card recording and working hours of clinic
10. Review procedures for requesting time off
11. Review of safety and fire procedures
12. Review of major disaster procedures
13. Review of rules regarding personal telephone use
14. Explanation of need to report all work related injuries/illnesses to the supervisor and Employee Health immediately after occurrence
15. Explanation of the department's quality assessment and improvement activities and the individual staff member's role in these activities

EFFECTIVE DATE: 08/2002

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

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