



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT: GUIDELINES FOR OBTAINING AND MONITORING NON-COUNTY WORKFORCE MEMBERS (NCWFM)**

**Policy No.: A315**  
**Effective Date: 09/1989**  
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**PURPOSE OF PROCEDURE:** To define the process for obtaining and monitoring the performance of Non-County Workforce Members (NCWFM).

#### **POLICY STATEMENTS:**

##### **I. General Information**

- A. Facility NCWFM liaisons will pull and contact only contracted agencies from the Temporary Personnel Nursing Services Agreement list (available at Contracts and Grants/Office of Nursing Affairs).
- B. Current contract, names and phone numbers of contract agencies with NCWFM assigned to Rancho Los Amigos are located in the Nursing Resource Office.
- C. All agency staff undergo the standard clearance process as all County employees.
- D. After clearance, NCWFM receive a modified new employee, nursing, and interdisciplinary orientation. Unit specific orientation is conducted on the patient units, using the specific unit orientation checklist.

##### **II. Obtaining temporary agency personnel**

- A. Upon approval of the CNO, the Nurse Recruiter/Registry Liaison and facility personnel with privileges submit an order for NCWFM coverage to contracted agencies through the DHS Intraportal "Registry Email Blast".
  1. Contracted agencies with available personnel will send NCWFM profiles and Health Clearance (E2) forms to the facility via email
  2. Nurse Recruiter/Facility Liaison will check the Nurse Registry and Human Resources Do Not Send database
  3. Liaisons will send the profiles to hiring managers for review and selection
- B. Nurse Recruitment works with agencies to complete all DHS pre-hiring requirements:
  1. Math calculation exam
  2. Live Scan/Background
  3. Physical clearance
- C. After final clearance, Facility Liaisons arrange for NCWFM Nursing Department and unit orientation, to include in-processing competency testing (agency to provide NCWFM with the DHS Annual Competency Testing Self-Study Guide prior to testing).

##### **III. Performance Measurement**

- A. Each day the NCWFM is scheduled to work, the unit Charge Nurse will complete a Supplemental Staff Evaluation Form (Attachment 1); these forms are maintained in the NCWFM personnel file.
- B. DHS management shall evaluate the performance and competency of NCWFMs in accordance with DHS Policy 780; the evaluation – is maintained in the personnel file of the employee.

APPROVED BY: Nursing Executive Council

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- IV. Contract monitoring and Compliance
  - A. NCWFM copies of mandated requirements (e.g., license, CPR, ACLS, annual training/orientation, proof of required experience and clinical competence) provided by the contracted agency and completed orientation and competency validation forms are maintained in each NCWFM's area personnel files in Nursing Resource Office.
  - B. NCWFM are required to comply with all Department of Health Services (DHS) policies, procedures and guidelines, including DHS Overtime Policy 753 and Work Week and Work Hours Policy 750, as well as adherence to all DHS and Facility specific Time Reporting policies.
- V. Timekeeping and Invoice Processing
  - A. The NON-COUNTY WORKFORCE MEMBER (NCWFM) DAILY TIME RECORD is the official timesheet for NCWFM and must be completed each day worked.
    - 1. Approved hours worked must be entered into the One Staff Schedule.
    - 2. All anticipated overtime must be pre-approved by nursing management.
    - 3. The Daily Time Record sheet must be accurately completed each day including appropriate nursing management signatures.
  - B. NCWFM timesheets and agency time records are reviewed and submitted to Finance and the agency every Monday for timely invoice processing.
- VI. Release of Assignment
  - A. To release a NCWFM after fulfillment of the contract or if no longer needed, the Facility Liaison will send an email to the agency stating "Services are no longer needed".
  - B. The Facility Liaison will direct the NCWFM to complete the sign-out process or if the person is released for cause, will collect the badge, key access card and any other County property and:
    - 1. Notify IT to terminate access to hospital systems
    - 2. Return the ID badge to Onsite HR
    - 3. Return keys and key cards to the lock shop.
  - C. All documentation including cause for termination, if any, must be maintained in the facility area file.
  - D. If the release was for cause, the Facility Liaison will place the NCWFM name onto the DHS Regulatory Compliance and Nurse Registry DNS database.

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**Revised by:** Elisa Sanchez, MHA, BSN, RN and Emma Naparan, MPA, BSN, RN

**References:** Board Approved Contract Agreement, Amendment 4, May 2016  
NCWFM Nurse Registry 2016/17 Onboarding Guideline and Procedure  
Joint Commission Hospital Accreditation Requirements 7/1/17 – HR.01.01.01 - HR.01.07.01  
Title 22 Section 70214 Nursing Staff Development  
Title 22 Section 70217 Nursing Service Staff

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09/89 - Reviewed	03/05 - Revised
12/90 - Revised	05/08 - Reviewed
09/97 - Revised (formerly A315 and A320)	09/11 - Revised
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