

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF ANESTHESIOLOGY
POLICY & PROCEDURE**

**NUMBER: 419
VERSION: 2**

SUBJECT/TITLE: 021-ORIENTATION

POLICY: Orientation

PURPOSE: To define how new staff, residents and medical students will be oriented

DEPARTMENTS: ANESTHESIOLOGY

DEFINITIONS: The proper orientation of new staff into the department is key to patient safety.

PROCEDURE: All staff¹, residents and medical students will be oriented by supervising staff before starting clinical/departmental work. Orientation will be documented.

- Orientation forms for all job categories will be consistent with L.A. County Requirements.

Note: ¹ Staff includes County Employee or Registry/ Personal Service Contract References: DHS Policies: Orientation for New Employees The Joint Commission, HR Standards Civil Service Rule 9 CA Health and Safety Code Los Angeles County Code, Title 5	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 08/22/2016
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