

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

**NUMBER: 1096
VERSION: 1**

SUBJECT/TITLE: TRAINING TIME, DEVIATION OF:

MD ORDER:	YES [] NO [X]
POLICY:	
DEPARTMENTS:	NURSING
PROCEDURE:	<p>The following ANSOS ONE-STAFF Workshift codes “O”, “T” or “t” are to be used whenever an employee’s time is deviated for Training.</p> <p>Deviation Report is generated from AOS and sent to Expenditure Management on or before established due dates.</p> <p>Be consistent in following the definitions.</p>

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AOS Workshift Code	TITLE	DEFINITION
O	Training "Orientation"	All new employees receiving general hospital and unit orientations including New Graduate Program. Transferring employee receiving orientation to new unit within Nursing also belongs to the criteria.
T	Training "Elective"	Training received on unit to upgrade skill level, review new policies and procedures, and training on new equipment. Also for programs, i.e., Emergency Room Nursing, Critical Care, Newborn Assessments, etc. (although CEU are given).
t	Training "Mandated"	That training which is mandated by law, i.e., Title 22, JCHO, BRN, BLVN, i.e., CPR, Fire Life Safety, Infection Control. Likewise, RN/LVN/NA/CLK Update is considered here.

References:	
Approved by: Dellone Pascascio (Chief Nursing Officer)	Date: 01/24/2011
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