

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 50
VERSION: 3**

SUBJECT/TITLE: ASSESSMENT OF INITIAL COMPETENCIES

POLICY: Within the first 90 days of new employment, transfer, assignment, or appointment to a new position or unit at Olive View-UCLA Medical Center, supervisors will assess the competencies for each workforce member, except physicians and MAPP participants, by completing the attached form. In determining competencies, supervisors will focus on essential functions of the position.

After initial assessment is complete, supervisors will submit form to the Human Resources Office and place a copy in the workforce member’s area file.

PURPOSE: To assure that new, transferred, and promoted workforce members are competent to perform the essential function of the position in their division/unit.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

References: Joint Commission Human Resources Standard 01.06.01	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 11/13/2012
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