

**VALLEYCARE  
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS  
POLICY & PROCEDURE**

**NUMBER: 3679  
VERSION: 1**

**SUBJECT/TITLE:** NEW EMPLOYEE ORIENTATION

**POLICY:** All new or transferred work force members must receive ValleyCare orientation.

**PURPOSE:** To ensure that new members of the work force receive orientation to ValleyCare.

**DEPARTMENTS:** ALL

**DEFINITIONS:**

**PROCEDURE:** All full-time workforce members (County and non-County alike) will attend a classroom orientation (ValleyCare’s CEO may allow a full time workforce member to receive an orientation study booklet and sign the attendant Attestation Form).

Part-time workforce members (County and non-County alike) will attend classroom orientation or receive the Orientation Study Booklet and sign an Attestation Form indicating that they have read and agree to abide by the policies and procedures outlined in the Orientation Study Booklet. It is up to the division manager in consultation with Human Resources to determine orientation for all part-time workforce members.

ValleyCare’s Human Resources Division will verify that all workforce members have been oriented. Each division will maintain verification of workforce member’s orientation in the area file.

References: DHS Policy No. 706	
Approved by: VEC-2011Jan	Date: 08/22/2011
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