

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: NEW EMPLOYEE ORIENTATION	Original September 11, 2008	Policy #: 510
	Supersedes:	Effective Date: September 11, 2008
Committees Consulted: Credentials Nursing Program Coordinators College Operations	Reviewed & Approved by: College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To ensure that all new and transferring employees are provided an orientation to the College, assigned division, and responsibilities

POLICY:

All new employees of the College are oriented to:

- Healthcare Network in accordance with Network policy
- Network Nursing division in accordance with Network Nursing Services policy – Nursing education division employees only
- College campus and affiliated facilities
- Mission, Vision, Values and Goals
- Safety and security precautions
- Quality improvement/Program review processes
- Assigned division
- Job duties and expectations
- Faculty, staff and student support services
- College and divisional policies and procedures.

College employees who transfer between divisions are oriented/remediated to their assigned division.

College employees who are promoted are oriented to the new job duties.

PROCEDURE:

The division dean/director assigns an individual (preceptor) to orient the new employee.

The preceptor:

- Uses the New Employee Orientation Checklist to coordinate the new employee’s orientation
 - Ensures completion of checklist within six months of hire
 - Submits completed checklist to Office of Educational Services (OES)
- Discusses orientation progress with the new employee a minimum of monthly
- Evaluates and documents the new employee’s performance monthly using the blue probationary evaluation form.

OES files Orientation Checklist in employee file.

Subject:

NEW EMPLOYEE ORIENTATION

PROCEDURE DOCUMENTATION:

New Employee Orientation Checklist:

- Faculty
- Office Management Staff

Monthly probationary evaluation (blue form)

REFERENCES:

Network Policy #509: New Employee Orientation

Nursing Policy #516: Employee Orientation

College Policy #515: Faculty Competency