

REQUIRED DOCUMENTATION

AT POINT OF HIRE AND PROBATIONARY/ORIENTATION PERIOD (6 MONTHS)

OR TRANSFER FROM A CAMPUS TO A MEDICAL CENTER DEPARTMENT

- All new employees must complete the following forms: All forms can be found at http://hr.healthcare.ucla.edu/05_home_emp.html
 - Abuse Reporting (*Elder, Child, and Domestic*)
 - Confidentiality Statement
 - Code of Conduct Employee Handbook
 - State Oath & Patent
 - Authorization to Work (I-9)
 - W-4
 - Magnet Program Certification Educational Data Collection Sheet
 - Payroll Wage Disposition Request (Surepay)
 - Personal Data Form
 - Photo ID Application and Information Resources
 - Demographic Data Transmittal Form (DESTROY UPON COMPLETION)
 - Designation of Physician Form (Workers' Comp)
 - World Class Practices: My Commitment to Care
 - HIPAA Education and Training Program Quiz Online (<http://hr.healthcare.ucla.edu/hipaa2/main.asp>)
 - Statement Concerning Your Employment in a University Position Not Covered by Social Security (UCRS 419)

*Prior to an employee being hired at UCLA Medical Center, the employee must clear **both** background check and Occupational Health Facility's Immunizations and Physical Exam.*

- Hospital Orientation (includes mission, vision, customer service, policy overview, environment of care and OSHA/infection control, cultural diversity)
- Job Description Form must be shared with the employee (a signed copy of the JD must be in the file)
- License and Certifications Source Verification (online or by phone)
- Copy of CPR card (if applicable)
- Department /Job Specific Orientation/Nursing Unit Orientation
- Initial Competency Assessment (including equipment)
- Age Specific Training (if applicable)
- Corporate Compliance *Online quiz*

Probationary Period Performance Evaluation (Hospital Policy requires only once annually, however, the bargaining agreements require the following for new hires:

- CNA --> 3 and 6 months at the point of hire and every 12 months, thereafter
- PCT --> 6 months at the point of hire and every 12 months, thereafter

REGULATORY REQUIREMENTS

- ❑ Clerical --> 6 months at the point of hire and every 12 months, thereafter
- ❑ Service --> 6 months at the point of hire and every 12 months, thereafter
- ❑ UPTHEX --> 6 months at the point of hire and every 12 months, thereafter
- ❑ PPS/MSP --> every 12 months from date of hire

Performance Evaluations may be processed prior to the 12-month period if the supervisor deems it is necessary

ANNUAL REQUIREMENTS

A. Annual Performance Evaluation Documentation

1. Performance Evaluation (Within 12-month period with an additional 2-month grace period for completion of written evaluation with all signatures/dates)
2. Annual Competency Assessment (includes High Risk/Low Frequency items)
3. Complete action plan if employee receives a “does not meet expectations” rating
4. Complete future plans section of PE

B. Annual Competence Assessment Form Only Skills that meet the following requirements must be assessed annually:

- high risk, low frequency;
- high risk, high frequency (as appropriate);
- problem prone;
- required by regulatory agencies, i.e., blood administration and accucheck
- patient safety related;
- new competencies;
- not routine, daily tasks

- Annual Age Specific Competencies-documented in PE

An Annual Competency Assessment form must be completed for these staff:

- In patient care positions
- Patient care support positions
- Other positions that meet the requirement shown above

C. Annual Safety/EC Training

1. On-line Annual Education Guide at <http://www.mednet.ucla.edu/StaffOrientationQuiz/>
2. TB Test (employees must go to Occupational Health Facility to complete their TB test)

D. License & Certification On-line Verification (annually or as necessary)

<http://www.ardms.org/default.asp?contentID=24>
<http://www.arrrt.org/>
<http://www.arrrt.org/>
[http://www2.dca.ca.gov/pls/wllpub/wllquery\\$.startup](http://www2.dca.ca.gov/pls/wllpub/wllquery$.startup)