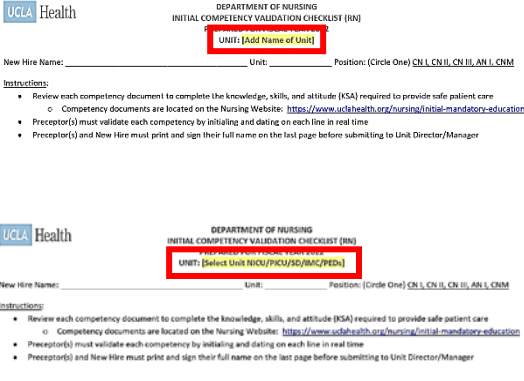
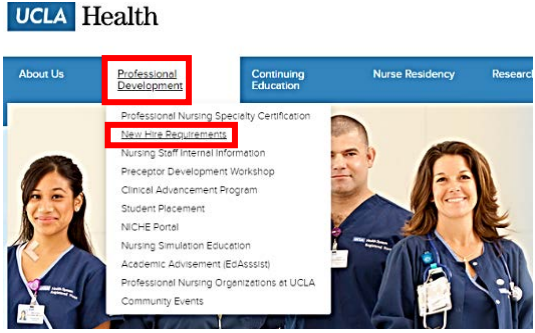
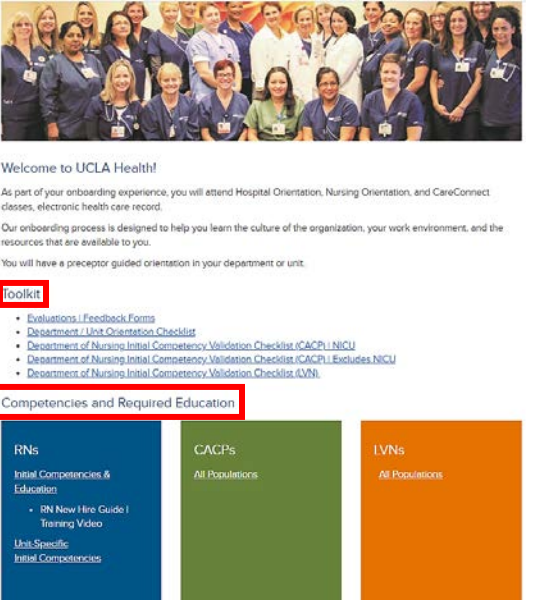


New Hire Initial Competencies

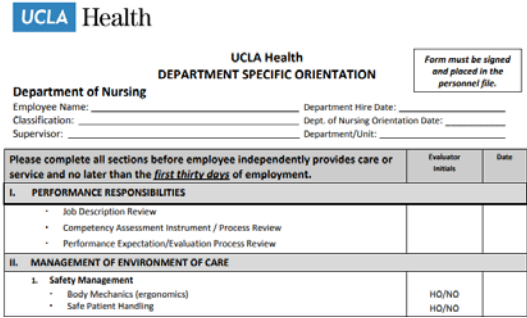

Purpose: This document provides guidance for new hire nurses to complete the UCLA Health required initial competencies and education.

<p>The onboarding process is designed to help new hires learn the culture of the organization, work environment, and available resources.</p> <p>From the Department of Nursing homepage go to Quick Links > Resources and click on the Unit Director and Manger Competency Resources link.</p>	<p>Resources</p> <ul style="list-style-type: none"> • CENTER Station Request Form • CENTER Travel Policies & Procedures • Ambulatory Care Nursing • Safe Patient Handling Program / UMove • Nursing Uniforms • Nursing Practice Act • Unit Director and Manager Competency Resources
<p>Under the RN Initial Competency and Education Resources are the validation checklists, Initial Competency Validation Checklist (RN) and the Initial Competency Validation Checklist (RN, NICU / PICU / SD / IMC / PEDs).</p>	<p>RN Initial Competency and Education Resources</p> <ul style="list-style-type: none"> • Please customize the forms based on your unit specific competencies (for items n <ul style="list-style-type: none"> • Initial Competency Validation Checklist (RN) • Initial Competency Validation Checklist (RN): NICU / PICU / SD / IMC / PEDs • Resources <ul style="list-style-type: none"> • RN New Hire Guide Leadership Trianing Video • RN New Hire Website
<p>The RN New Hire Guide and Leadership Training Video will provide information on how to navigate the New Hire Initial Competencies and Required Education web pages.</p>	<p>RN Initial Competency and Education Resources</p> <ul style="list-style-type: none"> • Please customize the forms based on your unit specific competencies (for items n <ul style="list-style-type: none"> • Initial Competency Validation Checklist (RN) • Initial Competency Validation Checklist (RN): NICU / PICU / SD / IMC / PEDs • Resources <ul style="list-style-type: none"> • RN New Hire Guide Leadership Trianing Video • RN New Hire Website
<p>The initial competency assessments are reviewed at the point of hire or transfer to a new position. All required competencies and education must be satisfactory and signed by the employee and preceptor no later than six months from the date of hire.</p> <p>Validation checklists are customizable based on your unit's requirements.</p>	

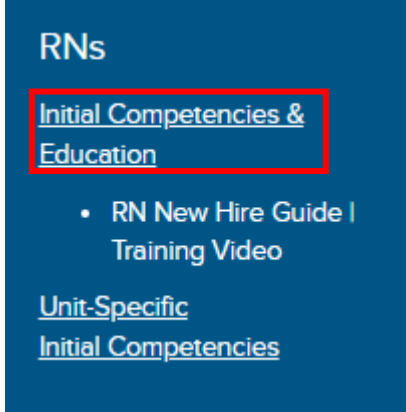
New Hire Initial Competencies

<p>The New Hire Requirements website contains the onboarding and orientation required education and competencies for new hires.</p>	
<p>The New Hire Requirements site contains the Toolkit: Evaluations / Feedback Forms, Department / Unit Orientation Checklist and Required Education and Initial Competencies for RNs, CACPs, and LVNs.</p>	
<p>The Evaluations Feedback Forms link contains the new hire feedback and preceptor evaluation tools.</p>	<p>Toolkit</p> <ul style="list-style-type: none"> Evaluations Feedback Forms Department/Unit Orientation Checklist Department of Nursing Initial Competency Validation Checklist (CACP) NICU Department of Nursing Initial Competency Validation Checklist (CACP) Excludes NICU Department of Nursing Initial Competency Validation Checklist (LVN)

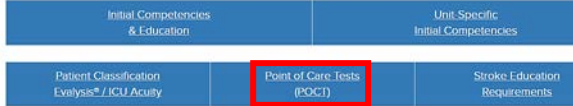
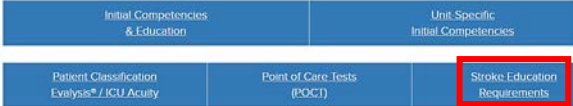
New Hire Initial Competencies

<p>The Daily New Hire Feedback Form and Weekly New Hire Feedback Form are utilized to individualize the new hire's orientation. The feedback forms are completed by the preceptor and shared with the new hire and unit leadership.</p> <p>The Preceptor Evaluation (for New Hire) and the Preceptor Evaluation (for Unit Leadership) are utilized to provide preceptor feedback.</p>	<h3>New Hire Evaluations</h3> <ul style="list-style-type: none"> • Daily New Hire Feedback Form • Weekly New Hire Feedback Form • Preceptor Evaluation (for New Hire) • Preceptor Evaluation (for Unit Leadership) 																											
<p>The UCLA Department / Unit Orientation Checklist contains the regulatory and department / unit orientation requirements.</p>	<h3>Toolkit</h3> <ul style="list-style-type: none"> • Department/Unit Orientation Checklist • Department of Nursing Initial Competency Validation Checklist (CACP) NICU • Department of Nursing Initial Competency Validation Checklist (CACP) Excludes NICU • Department of Nursing Initial Competency Validation Checklist (LVN) 																											
<p>The evaluator must complete all sections of the Department / Unit Orientation Checklist before the new hire independently provides care or service (no later than the first thirty days of employment).</p>	 <p>UCLA Health DEPARTMENT SPECIFIC ORIENTATION</p> <p>Department of Nursing</p> <p>Employee Name: _____ Department Hire Date: _____ Classification: _____ Dept. of Nursing Orientation Date: _____ Supervisor: _____ Department/Unit: _____</p> <p>Please complete all sections before employee independently provides care or service and no later than the <i>first thirty days</i> of employment.</p> <table border="1"> <thead> <tr> <th></th> <th>Evaluator Initials</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>I. PERFORMANCE RESPONSIBILITIES</td> <td></td> <td></td> </tr> <tr> <td>• Job Description Review</td> <td></td> <td></td> </tr> <tr> <td>• Competency Assessment Instrument / Process Review</td> <td></td> <td></td> </tr> <tr> <td>• Performance Expectation/Evaluation Process Review</td> <td></td> <td></td> </tr> <tr> <td>II. MANAGEMENT OF ENVIRONMENT OF CARE</td> <td></td> <td></td> </tr> <tr> <td>1. Safety Management</td> <td></td> <td></td> </tr> <tr> <td>• Body Mechanics (ergonomics)</td> <td>HO/NO</td> <td></td> </tr> <tr> <td>• Safe Patient Handling</td> <td>HO/NO</td> <td></td> </tr> </tbody> </table>		Evaluator Initials	Date	I. PERFORMANCE RESPONSIBILITIES			• Job Description Review			• Competency Assessment Instrument / Process Review			• Performance Expectation/Evaluation Process Review			II. MANAGEMENT OF ENVIRONMENT OF CARE			1. Safety Management			• Body Mechanics (ergonomics)	HO/NO		• Safe Patient Handling	HO/NO	
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<p>The RN New Hire Guide and Training Video will demonstrate how to navigate the initial competency and education web pages.</p>	 <p>RNs</p> <p>Initial Competencies & Education</p> <ul style="list-style-type: none"> • RN New Hire Guide Training Video <p>Unit-Specific Initial Competencies</p>																											

New Hire Initial Competencies

<p>The Initial Competencies & Education site contains the new hire RN required education for the Department of Nursing.</p>	
<p>Navigation buttons are at the top of each competency and required education web page to create ease of access.</p> <p>Trainings hyperlink to Cornerstone for compliance reporting.</p>	<p>Use the navigation buttons to access your required competencies and education.</p> 
<p>The Unit-Specific Initial Competencies site contains unit-specific competencies.</p>	
<p>Unit-Specific Initial Competencies are also accessed from the navigation buttons.</p>	<p>Use the navigation buttons to access your required competencies and education.</p> 
<p>The Patient Classification Evalysis® ICU Acuity site contains classification guidelines for the various patient populations.</p>	<p>Use the navigation buttons to access your required competencies and education.</p> 

New Hire Initial Competencies

<p>The Point of Care Tests site contains hyperlinks to complete the required Point of Care Tests.</p>	<p>Use the navigation buttons to access your required competencies and education.</p>  <p>The screenshot shows a navigation menu with two rows of buttons. The top row contains 'Initial Competencies & Education' and 'Unit-Specific Initial Competencies'. The bottom row contains 'Patient Classification Analysis* / ICU Acuity', 'Point of Care Tests (POCT)', and 'Stroke Education Requirements'. The 'Point of Care Tests (POCT)' button is highlighted with a red border.</p>
<p>Stroke Education requirements are identified on this site.</p>	<p>Use the navigation buttons to access your required competencies and education.</p>  <p>The screenshot shows the same navigation menu as above. In this instance, the 'Stroke Education Requirements' button in the bottom row is highlighted with a red border.</p>

For questions, contact:

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KTraxler@mednet.ucla.edu