

Instructions for Completing Temporary Staff Documentation

Verification Checklist Instructions:

Temporary/contract/registry employee must read through all orientation and education requirements listed on the form. All documents must be completed as instructed. Proof of completion must be placed in agency file. Temp staff and agency representatives must sign and date the form upon completion of all requirements.

Periodic audits of these documents may be completed by UCLA Health Staff to assure appropriate compliance with these requirements. A signed copy must be enclosed in agency personnel file. Copies of all completed documentation will be forwarded at the request of the assigned department before or on first day of assignment. UCLA staff will verify credentials prior to start of assignment, sign checklist upon verification, and keep copy for department personnel file.

1. Copy of completed Agency Application Instructions:
Temporary Agency must show proof that temporary/contract/registry employee has completed an application of employment with the agency.
2. Abuse Reporting Statements(Child Abuse Report Form; Domestic Abuse Reporting Form; Suspected Elder Adult Abuse Reporting Form) Instructions:
Temporary/contract/registry employee must read, sign and date each abuse reporting form. Give signed copy to agency representative for enclosure in personnel file.
3. Confidentiality Statement Instructions:
Temporary/contract/registry employee must read, sign and date the Confidentiality Statement. Give signed copy to agency representative for enclosure in personnel file.
4. Medical Clearance Criteria (TB Testing and Drug Screening – see additional resources
<http://hr.uclahealth.org/body.cfm?id=72>) Instructions (TB):
 - a. Temporary employee must have proof of immunity, (e.g. blood titers), to the following conditions:
 - Measles (Rubeola)
 - Mumps
 - Rubella (German Measles)
 - Varicella
 - b. Temporary employee must be either
 - offered and given the Hepatitis B vaccine series, or
 - demonstrate immunity to Hepatitis B, or
 - sign a declination for Hepatitis B vaccination
 - c. All temporary staff must have a Quantiferon – TB Gold (QFT) test within a year of the start date. If there is a positive TB test, evidence of a clear chest X-ray must be provided. The chest x-ray has to have been done within 3 months of the start date, and a questionnaire

from a physician concerning no active TB must be provided along with the x-ray results. Individual must be tested for TB annually thereafter, and be free of active TB at all times.

- d. Temporary employee must be offered the Tdap (Tetanus, Diphtheria, Pertussis) Vaccine
- e. Temporary employee must be physically and medically cleared by a physician to perform the essential functions of the temporary assignment.

Instructions (Drug Screening):

Drug Screening must be conducted on each temporary/contract/registry employee within 30 days of start date. Copy of the evidence of drug testing must be enclosed in the agency personnel file.

5. Background Check Instructions:

Background check must be conducted on each temporary/contract/registry employee within 30 days of start date. Copy of the evidence of background check must be enclosed in the agency personnel file.

6. CPR/BCLS Card and Professional License and/or Certification

Instructions:

Temporary/contract/registry employee must provide a valid BCLS/CPR Card and Professional License and/or Certification to agency representative. A verified copy of the card/license and/or certification should be made by and for the agency file. A verified copy must be made of the CPR Card (be sure to draw a line through the copy and write or stamp the word "copy" on it to prevent unlawful duplication) and submit to UCLA Health department manager.

Online source verification must be completed for each credential prior to start of assignment and prior to expiration date (this includes an appropriate printout from the Board website if applicable). One copy of the online source verification is also printed for the agency file and another copy will be submitted to UCLA Health department manager. All required certification and professional licenses are to be kept current at all times to be eligible for assignment.

Temporary/contract/registry employee must also show their original BCLS/CPR Card and original Professional License and/or Certification, if applicable, to the UCLA Health department manager on their first day of employment and on each subsequent visit to a different department.

7. Orientation and Annual Education Module Instructions:

Temporary/contract/registry employee assigned to UCLA Health locations must read the online Annual Education Module and complete the quiz at the end of the module. This will satisfy the safety education requirements as well as the OSHA/Infection Control training.

As instructed on the link, the temporary/contract/registry employee will select the appropriate facility and non-clinical or clinical version to complete based on the assigned role. Once you click on the appropriate module, the education slides will begin. At the conclusion of the education, temp staff will be instructed to click on a link to take the quiz and receive a certificate. They will then click on the link that says "If you don't have an employee ID and have

not applied for a temporary ID, please click here". A temporary ID will be generated and temp staff can then complete the quiz and receive a certificate.

Please print the completion certificate as the end of the quiz. Agency representative will place the certificate in the personnel file.

8. CICARE Training Module and Post Test Instructions:

Temporary/contract/registry employees must read and complete the C-ICARE Training Module and Test. This is an online requirement. As instructed on the link, the Temporary/contract/registry employee will select the option "If you don't have an employee ID and have not applied for a temporary ID please, click here". A temporary ID will be generated and the online process can begin.

This module produces a certificate at the conclusion of the test. Please print and complete this certificate. Agency representative will place certificate in the personnel file.

9. HIPAA Privacy and Information Security Training Module and Post Test Instructions:

Temporary/contract/registry employees must read and complete the HIPAA Training Module and Test. This is an online requirement. As instructed on the link, the temporary/contract/registry employee will select the option "If you are not a UCLA employee (contract, registry, volunteers, temporary staff, incoming house staff etc.), please click here". A temporary ID will be generated and the online process can begin.

This module produces a confidentiality agreement to sign and a certificate at the conclusion of the test. Please print the agreement and sign it. Please print the completion certificate as well. Agency representative will place agreement and certificate in the personnel file.

10. Compliance/Code of Conduct Module and Post Test Instructions:

Temporary/contract/registry employee assigned to UCLA Health locations must read the online Compliance/Code of Conduct Module and complete the quiz at the end of the module.

Once you click on the link, the education slides will begin. At the conclusion of the education, temp staff will be instructed to click on a link to take the quiz and receive a certificate. They will then click on the link that says "If you don't have an employee ID and have not applied for a temporary ID, please click here". A temporary ID will be generated and temp staff can then complete the quiz and receive a certificate.

Please print the completion certificate as the end of the quiz. Agency representative will place the certificate in the personnel file.

11. Age-Specific Education Module and Post Test Instructions:

The temporary/contract/registry employee working in a Patient Care or Patient Care Support position must read the Age-Specific Education Modules for each age group and complete a post test on each age group. Clerical and Administrative temporary staff do not need to complete

this requirement. Agency representative will review and correct the post tests with the temporary/contract/registry employee. Completed tests will be enclosed in the personnel file.

12. Safe Patient Handling Module and Post Test (applies directly to patient care staff only). Instructions:

The temporary/contract/registry employee working in a Patient Care or Patient Care Support position must read the Safe Patient Handling Module and complete post-test.

13. Restraints Guidelines Instructions:

The temporary/contract/registry patient care employee must read the Restraint Nursing Guideline for Care. In addition, s/he must read either the Adult Restraint Training or PEDS PICU Restraint Case Study Scenarios Evalisys Instructions, depending on the population they will be serving. Agency representative will note in personnel file that Restraints Guidelines was distributed to temporary/contract/registry employee.

14. Sedation Guidelines (RNs only) Instructions:

The temporary/contract/registry RN employee ONLY must read and complete the Procedural Sedation Policy Online Learning Module. Agency representative will note in personnel file that the online sedation module was completed by the temporary/contract/registry RN employee.

15. Review of Nondiscrimination Policies Instructions:

The temporary/contract/registry employee must read the Nondiscrimination Policies. These include the Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff, Whistleblower Complaints, and Sexual Harassment Policy. Agency representative will note in personnel file that Nondiscrimination Policies were distributed to temporary/contract/registry employee.

16. PMAB Training (Applies to RNPH Staff Only) Instructions:

The temporary/contract/registry employee must show proof of training for a Prevention and Management of Assaultive Behavior class (PMAB). Agency representative will include proof of training in the agency personnel file.

17. Radiation Hazard Awareness Training Instructions:

Temporary/contract/registry employee assigned to UCLA Health locations must read and complete the online Radiation Hazard Awareness Training module.

Answer Keys Instructions:

Agency representative will review and correct tests that were not completed online with the temporary/contract/registry employee. Completed tests will be enclosed in the agency personnel file.

a. Age Specific Education Module