**Purpose:** This document provides guidance for new hire care partners to complete the UCLA Health required initial competencies.

|  |  |
| --- | --- |
| The onboarding process is designed to help new hires learn the culture of the organization, work environment, and available resources. The [New Hire Requirements](https://www.uclahealth.org/nursing/new-hire-requirements) website contains the onboarding and orientation requirements for new hires. |  |
| The [New Hire Requirements](https://www.uclahealth.org/nursing/new-hire-requirements) site contains the New Hire Toolkit (evaluations/feedback tools), Department Unit Orientation Checklist, Required Education, and Initial Competencies for Clinical Administrative Care Partner (CACP) and Clinical Care Partner (CCP) |  |
| The [Evaluations](https://www.uclahealth.org/nursing/new-hire-toolkit) link contains the new hire feedback and preceptor evaluation tools. |  |
| The [Daily New Hire Feedback Form](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/2020-DailyNewHireFeedback_Rev_12.6.19.pdf) and [Weekly New Hire Feedback Form](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/2020-WeeklyNewHireFeedback_Rev_12.6.19.pdf) 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.  The [Preceptor Evaluation (for New Hire)](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/comp-4-PreceptorEvaluation09-2016.pdf) and the [Preceptor Evaluation (for Unit Leadership)](https://www.uclahealth.org/nursing/workfiles/Preceptor-Evaluation-Form-for-Leaders-jmp.pdf) are utilized to provide preceptor feedback. |  |
| The UCLA [Department/Unit Orientation Checklist](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/DeptSpecificOrientationRev9-26-2017.pdf) contains the regulatory and department/unit orientation requirements. |  |
| The evaluator must complete all sections of the [Department/Unit Orientation Checklist](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/DeptSpecificOrientationRev9-26-2017.pdf) before the new hire independently provides care or service (*no later than the first thirty days of employment*). |  |
| The [All Populations](https://www.uclahealth.org/nursing/all-populations-new-hire-education-for-cacps) site contains the new hire CACP/CCP required education for all patient populations. |  |
| The [All Populations](https://www.uclahealth.org/nursing/all-populations-new-hire-education-for-cacps) site contains hyperlinks to complete the required education in Cornerstone. *Please review the requirements with your new hires.* |  |
| An Initial Competency Assessment will be performed for all staff at the point of hire or transfer to a new position. The [Department of Nursing Initial Competency Validation Checklist (CACP) | NICU](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/CACP-DON-InitialCompetency-NPDS-Team-3.13.2020-NICU-Final.pdf) and the [Department of Nursing Initial Competency Validation Checklist (CACP) | Excludes NICU](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/CACP-DON-InitialCompetency-NPDSTeam-3.13.2020-%20Final.pdf)  Competency Assessment must be determined to be satisfactory and signed by the employee and preceptor or supervisor *no later than six months from the date of hire or transfer*. |  |
| The [[Department of Nursing Initial Competency Validation Checklist (CACP) | NICU](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/CACP-DON-InitialCompetency-NPDS-Team-3.13.2020-NICU-Final.pdf) and the [Department of Nursing Initial Competency Validation Checklist (CACP) | Excludes NICU](https://www.uclahealth.org/nursing/workfiles/CompetenciesEducation/CACP-DON-InitialCompetency-NPDSTeam-3.13.2020-%20Final.pdf)](https://www.uclahealth.org/nursing/workfiles/KSA%20-%20Competencies/RN-DON-InitalCompetencyValidationForm05212020.pdf)contains competencies (skills) the new hire CACP/CCP must independently demonstrate which are required to provide safe patient care. |  |

**For questions, contact:**

**Kristine Traxler, MSN-Ed, RN**

Nursing Professional Development Specialist

Center for Nursing Excellence

Phone: 424-259-9272

Cell Phone: 310-623-2591

[KTraxler@mednet.ucla.edu](mailto:KTraxler@mednet.ucla.edu)