Dear Agency Manager:

UCLA Health policy as well as The Joint Commission on Accreditation of Health Care Organizations (TJC) and the Department of Public Health (DPH) requires that all individuals temporarily working in UCLA Health be oriented and educated on the regulatory requirements listed on the UCLA Temporary Staff website. This includes all personnel working at the Ronald Reagan UCLA Medical Center (Westwood), Resnick Neuropsychiatric Hospital (RNPH), UCLA Medical Center, Santa Monica and Faculty Practice Group.

All temporary staff must complete items listed below at their respective agency **before** they begin their assignment. This documentation stays in the agency personnel file. Periodic audits of these documents may be completed by UCLA Health staff to assure appropriate compliance with these requirements.

1. Evidence of Background Check completion
2. Verification of (3) signed Abuse Reporting Statements (child, domestic, elder) <https://www.uclahealth.org/hr/TemporaryStaffForms>
3. Verification of completed C-ICARE Training Module and Post Test
4. Verification of completed Code of Conduct Module and Post Test
5. Verification of signed Confidentiality Agreement
6. Evidence of Medical Criteria Clearance (TB Testing/ Drug Screening Completion)
7. Verification of completed HIPAA Privacy & Information Security Training for New Workforce Members
8. Verification of completed Orientation and Annual Education Module and Post Test (<http://www.uclahealthtraining.org/Training/Compliance/AnnualEd.asp>)
9. Radiation Hazard Awareness Training
10. Verification of completed Age Specific Education Module and Post Test (if applicable)
11. Verification of valid License/Certification/CPR Card, including an appropriate printout from Board website (if applicable)
12. Verification of completed Safe Patient Handling Module and Post Test (applies to direct patient care staff only)
13. Review of Restraints Guidelines (if applicable)
14. Review of Sedation Guidelines (if applicable)
15. Review of Nondiscrimination Policies:

<https://www.uclahealth.org/nondiscrimination>

1. Evidence of training in (PMAB) Prevention and Management of Assaultive Behavior (applies to RNPH Staff only)
2. Use of Mobile Devices and Removal Media Policy Attestation (To be completed once Bruin ID is assigned by dept.)

To clarify medical clearance criteria, please ensure that all temporary staff have had 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. The drug screening and background check must be completed within 30 days of start date. Temporary staff must also show **original** license / certification / CPR Card to assigned supervisor at the start of any assignment.

You can download all of the current forms and information from the following website: <http://hr.uclahealth.org/body.cfm?id=72>

Please complete the **Verification Checklist** and return to department and Talent Acquisition Designee. It is very important that we verify that all requirements have been completed. If you have any questions about the Temporary Staff process, please contact Nohemi Rosales-Salazar at UCLA Health, Talent Acquisition (310-267-3244 direct line).

Sincerely,

Nohemi Rosales

UCLA Health, Talent Acquisition

(310) 267-3244