

NEW/TRANSFER EMPLOYEE ORIENTATION

Purpose To define the orientation process for new or transfer employees.

Workplace Safety Not Applicable.

Policy All new Kaiser Permanente LAMC employees will receive the medical center orientation before he/she can start working. This training addresses organizational structure, medical center and regional policies applying to all employees, including benefits and services available to employees, safety, infection control, and the physical layout of the medical center.

Each new employee will receive an orientation of the Clinical Laboratory from the Laboratory Operations Director, Assistant Laboratory Director, Manager or Supervisor before assuming his/her duties. This orientation will be documented and will be made part of the employee's file within the department.

Further, each new/transfer employee will receive an orientation department specific from a manager/supervisor before assuming his/her duties.

Further, each new/transfer employee will receive training on CARE Experience Service during New Employee Orientation and manager/supervisor will be required to validate within 30 days of initial training.

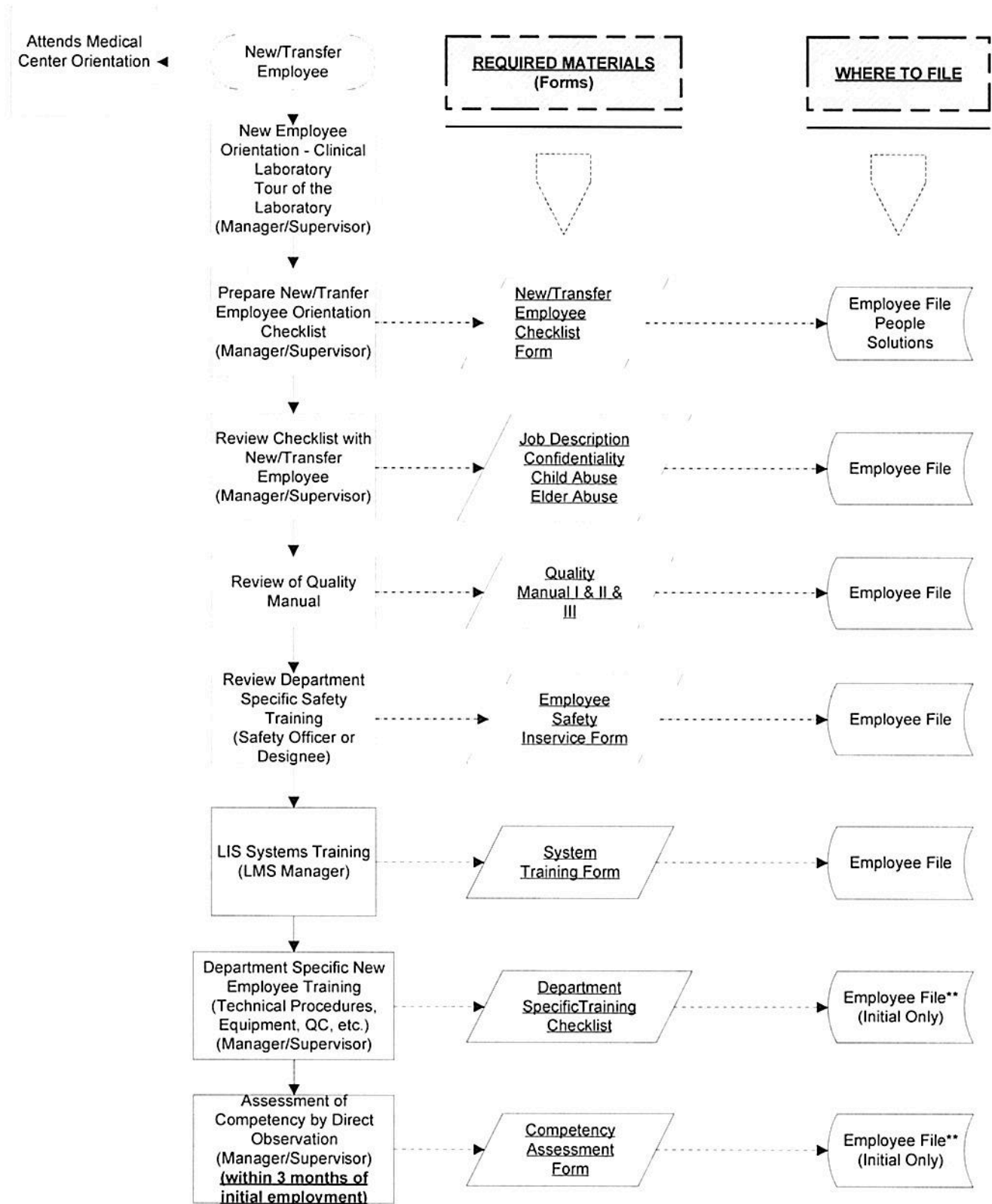
The department specific training checklist must be completed and signed by the employee, employee's manager/supervisor, and the employee's evaluator/trainer within 2 months of hire.

Quality Systems Manager must review and sign for the completeness of the department specific training checklist.

New/Transfer Employee Orientation Process The flowchart below illustrates the process of new/transfer employee orientation.

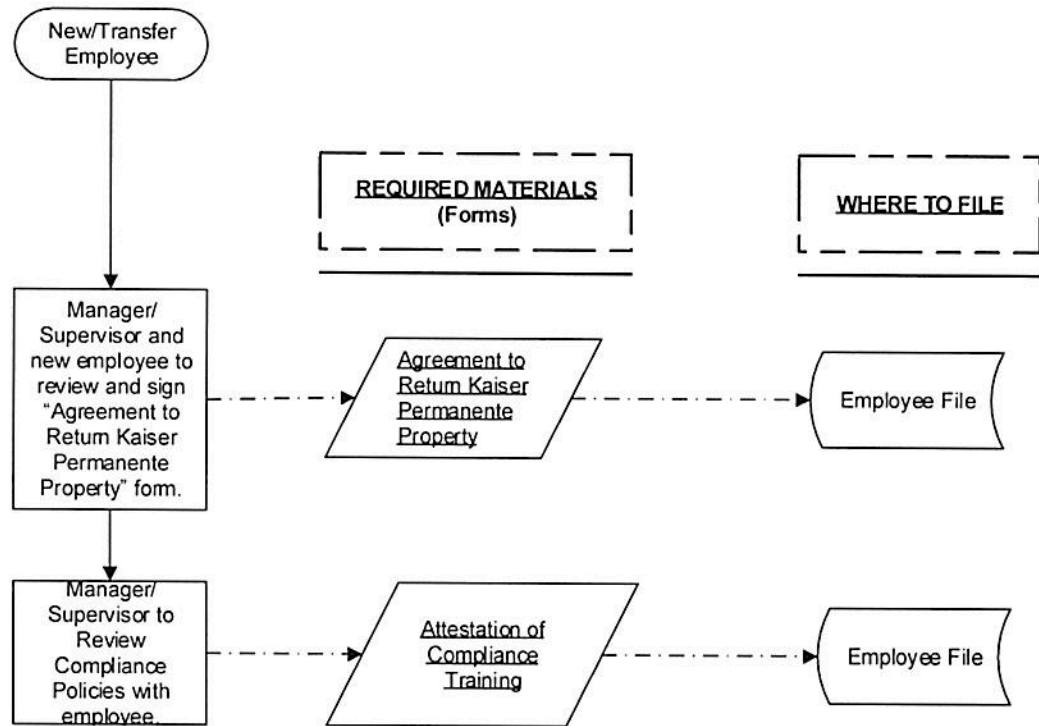
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NEW/TRANSFER EMPLOYEE ORIENTATION, Continued



****Initial Training and Competency Assessment records only. Supporting documents of Competency and Training records must be filed in the Training or Competency Binders.**

NEW/TRANSFER EMPLOYEE ORIENTATION, Continued



Controlled Document(s)

The table below lists the controlled document(s) for this policy.

Document Number	Document Name
NS-3131	New Employee Orientation Department Checklist
N/A	Appropriate Job Descriptions
NS-0184	Elder and Dependent Adult Abuse Reporting Requirements

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Controlled Document(s) (continued)

Document Number	Document Name
Form HR 1118	Agreement To Return Kaiser Permanente Property
N/A	Instrument Training Checklist
N/A	Employee Safety Inservice
N/A	Competency Assessment Form
N/A	Absenteeism "Call In" Procedure
N/A	Tardiness "Call In" Procedure
N/A	LMS Access Authorization
N/A	LMS User Identification Form
NS-2009	Confidentiality Agreement
NS-1910	Child Abuse Reporting Requirements
N/A	Department Managers Workstation Checklist
N/A	Attestation of Compliance Training

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NEW/TRANSFER EMPLOYEE ORIENTATION, Continued

HISTORY PAGE

Change type: New, major, minor	Changes made to SOP - describe	Signature responsible person/date	Laboratory Director review/date	Laboratory Manager review/date	Date change implemented
Major	Revised old version LGM 3000.		✓ 2/27/03	DAF 2/18/03	02/14/03
Minor	Included customer service scripting & Kevin Henry's workshop		✓ 11/15/05	DAF 10/28/05	10/18/05
Minor	Added agreement to return KP property	UP 7/17/07	✓ 8/2/07	DAF 10/2/07	9/7/07
	Added compliance training attestation		✓ 8/2/07		9/7/07
Minor	added signature requirements for the training checklist. Added "N" in the Health Manual flowchart box. Deleted "New Employee Only" in the Affinity Medical Center flowchart box.	UP 10/15/09	✓ 10/23/09	DAF 10/20/09	10/23/09
Minor	add customer article emplog. Case review; update training documents	UP 11/4/14	✓ 12/1/14	DAF 11/25/14	12/1/14
Minor	added filing location of supporting documents of competency and training review	UP 9/22/15	✓ 11/22/15	DAF 9/24/15	