KAISER MEDICAL CARE PROGRAM ORANGE COUNTY AREA POLICIES AND PROCEDURES

TITLE:	CLINICAL LABORATORY P&P MANUAL	INDEA NO.	02-270 -01
SECTION:	GENERAL POLICIES	ORGIN DATE:	8/08
SUBJECT:	LANGUAGE	REVISION DATE	5/16

LANGUAGE

This language policy is justified by business necessity to ensure that accurate information is being exchanged and answers to questions concerning work are accurate while being discussed in the workplace.

POLICY

English must be spoken in the work area at all times.

English must be spoken in patient care areas while on duty.

This policy is not applicable when an employee is translating and is certified to do so.

This policy is not applicable when an employee is on break or off duty and outside of the work area.

SURIECT	LANGUAGE	INDEX NO:	02-270-01
SUDJECT	LANGUAGE	INDLA NO.	02-270-01

Document History Page

Change type: New, Major, Minor etc.	Changes Made to SOP – describe	Name of responsible person/date	Med. Dir. Reviewed/ Date	Lab Manager reviewed/ date	Date change Implemented
Major	Added English must be spoken in the work area at all times. This policy is not applicable when an employee is on break or off duty and not in the work area.	m JBeaunos 5/26/16	ROU - Holle	mybeaun 5/20/14	5/26/16