

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN SERVICES
ADMINISTRATIVE DIRECTIVE NO. 994
(Replaces A.D. No. 994 dated 7/13/06)

Effective Date: June 14, 2007

SUBJECT: ORIENTATION, TEMPORARY/CONTRACT LABOR (REGISTRY STAFF)

I. PURPOSE

To standardize a general orientation process appropriate for temporary labor and its affiliates to ensure continuity, compliance in regard to individual and personnel safety, employee qualifications, licensure and/or certifications and competencies consistent with the job responsibilities in accordance with Coalinga State Hospital (CSH).

II. AUTHORITY

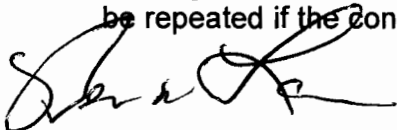
California Business & Professions Code, Sections 2190, 2732.1, and 2811.

III. POLICY

Regardless of the length of employment by temporary staff, every effort should be made to provide orientation. Employees will not be allowed to work without a valid current California license/certification or temporary license.

IV. METHOD

- A. Temporary/contracted labor should complete and sign they have completed a general orientation appropriate for their job responsibilities in compliance with CSH, Licensing & Certification compliance and Health Insurance Portability and Accountability Act (HIPAA) standards.
- B. The signed orientation packet, by both the contracted/temporary employee and the immediate supervisor, will be kept in the CSH Training Department and a copy in the Central Staffing Office. The orientation will include but not be limited to the following: HIPAA, Patient's Rights, Infection Control, Security & Safety, Fire, Life & Safety, Hospital Orientation, and orientation to the specific unit assigned to work.
- C. The signed orientation shall be kept in the Training Department for one year; and will be repeated if the contracted/labor has not worked in one year from last employment.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 570 Overtime for Nursing Staff
- A.D. No. 995 License/Certifications Verification