

HRA New Hire Orientation Information

HRA New Hire Orientations are held at the HRA building, every Monday. Please call ahead of time to make sure HRA will have an Orientation before sending over a new hire.

Orientation will start at 9am SHARP for all employees and will end around 12:30pm.

The Health Research Association building is located at:

Health Research Association
1640 Marengo St. 7th. Flr.
Los Angeles, CA 90033
323-223-4091 ask for Human Resources

We need a copy of the New Hire Authorization form **BEFORE** your employee comes to orientation. If faxing/emailing please call to confirm receipt.

***** Any employees who shows up to orientation without a New Hire Authorization will NOT be allowed to complete any new hire paperwork. Additionally, this person will have to come to our next orientation and will NOT be able to work for HRA during this time. *****

Employees MUST bring ID to complete the I-9 form.

If the employee has any certifications/licensing they must bring it with them.

***** Any Licensed/Certified employee who engages in any patient care MUST be given privileges by LAC or USC before engaging in any patient care. A copy of your privilege approval must be on file with the HRA Human Resources Department, along with a copy of the employee's certification/license. *****

**** All HRA employees working at LAC sites must have a LAC Badge at all times. ****

All LAC Badges issued through HRA will list the employees name and "Volunteer Research Assistant" as the job title. This is the only title LAC will allow HRA and other non-LAC entities to use.

HRA will accept the USC HIPAA test for our employees, HOWEVER, LAC will NOT so if your employee will need an LAC ID Badge they MUST take all LAC testing required (see below).

LAC ID BADGE REQUIRED TESTING

Employees may complete the LAC materials before coming to Orientation by completing the below listed items and bring the tests/quiz with them to orientation:

LAC HIPPA Information booklet (read the information and take the test)

LAC HIPPA Test (**print, complete and bring with you to orientation**)

IMPORTANT: LAC will NOT accept the USC HIPAA test, so if your employee needs an LAC ID Badge they will need to take the LAC HIPAA test.

LAC Fire and Safety Training Booklet (read the information and take the test)

LAC Fire and Safety Test (**print, complete and bring with you to orientation**)

LAC Orientation Handbook (read the information and take the test)

LAC Orientation Handbook Quiz (**print, complete and bring with you to orientation**)

LAC Policy 93520 (read prior to coming to class, no quiz for this item)

CITI Certification link

<http://www.usc.edu/admin/provost/opr/citi>

Please follow the link to complete your Certification.

On the first page go to: How do I access the CITI course and follow the directions.

Bring your certification with you to orientation.

If you have any additional questions regarding the New Hire Process, New Hire Orientation, or the LAC Badge procedure please contact the Human Resources Department at 323-223-4091.