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| Subject: NEW STAFF ORIENTATION | | Issued By: ADMINISTRATION | |
| | | Approved By: Kathleen R. Hurtado President & CEO | |
| Policy #: 313.1 | Issue Date: April 1, 2006 | Revised Date: June 24, 2008 | Effective Date: June 30, 2008 |

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #313.1 and original New Staff Orientation Policy dated 6-30-2005 and updated as of 4-1-2006.

PURPOSE

To ensure that new HRA Staff Members (Employees, Volunteers, Students and/or Independent Contractors) are provided with a “work-unit orientation” of their job duties and responsibilities. Also, to help ensure that a new Staff Member is notified of periodic assessments of their performance of specific responsibilities and that such notice is conducted in a standardized and uniform manner.

POLICY

All new HRA Staff Members shall be oriented to HRA as a whole, as well as to their specific department within HRA.

GUIDELINES

Note: This policy shall also apply to non-compensated staff and Independent Contractors

Wherever possible, orientation will occur before job activities begin, but can occur up to 30 days after hiring.

1. **HUMAN RESOURCES TO PROVIDE ORIENTATION TO HRA:** HRA’s Human Resources Department shall provide the orientation to HRA and verify that the new Staff Member has attended the orientation. Human Resources shall also monitor and evaluate the effectiveness of this orientation periodically and make suggestions for improvement. The orientation shall include, but not be limited to, the following:

- Overview of HRA, including how the company interfaces with USC and L.A. County in conducting clinical trials;
- HRA/USC vision and goals;
- Facilities and services;
- Payroll;
- Benefits;
- Safety;

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- Crime awareness and prevention;
- HRA policies and procedures;
- Sexual harassment awareness and prevention;
- Career development and upward mobility;
- Union information;

2. **DEPARTMENT MANAGERS TO PROVIDE DEPARTMENT ORIENTATION:** Departments/Units shall provide new employee orientation which includes, but is not limited to, the following:

- Department/Division/Section policies and procedures;
- Job description with specific tasks and expectations/standards for performance;
- Departmental mission statement, if applicable;
- Safety awareness, accident prevention and employee responsibilities;
- Emergency preparedness;
- List of equipment along with instructions for use and maintenance requirements;
- Fire training;
- Utility management;
- Security;
- C.P.R.;
- Infection control program and the employee's role in infection prevention;
- Principles of information management;
- Periodic performance evaluations and performance improvement activities.

RESPONSIBILITY

Administration
Human Resources Department
All HRA Staff Members

PROCEDURE DOCUMENTATION

USC's Management of Human Resources Compliance Manual



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
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REFERENCES

California Code of Regulations, Title 22, 70721(a), 70707
Los Angeles Administrative Code, Section 5.40.110
DHS Policy #703