


Name of Policy:	<u>Employees Not Meeting Orientation Competency Requirements</u>	 <p>Effective Date: 6.1.2022 Initial Effective Date: July, 1996</p>
Policy Number:	3364-130-14	
Department:	Nursing Service/Staff Development	
Approving Officer:	Chief Nursing Officer	
Responsible Agent:	Chief Nursing Officer	
Scope:	The University of Toledo Medical Center (UTMC)	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

When a nursing personnel member is hired or transfers to a new department, an orientation period to assess competency must be completed. Part of this process is to complete a unit specific competency statement, a generic competency statement, or both. Additionally, other competencies identified by Staff Development, Chief Nursing Officer, Nursing Unit Director/ Manager must also be met during this period.

(B) Purpose of Policy

When these competencies are not met in the probation period, corrective action must be implemented. This policy is to explain the process of corrective actions to be taken by the manager when the employee has not met the orientation requirements. Any employee rehired into the same department with the same job classification within one year is exempt from this policy.

(C) Procedure

1. New hires are given mandatory competencies to complete and return along with other tracking information.
2. Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) will have 90 days to complete the orientation paperwork and return it to the Staff Development department. All other Health Science Campus new hires will have 30 days to complete the orientation paperwork. If the paperwork has not been received, a memo will be sent to the manager to inform them the 30-day mark has passed.
3. If the orientation requirement has not been completed by the set date, the manager may meet with the employee. At that time, the manager may review with the employee the orientation requirements. The manager is responsible for contacting the union to initiate a probation extension if this is deemed necessary to meet the orientation requirements. The manager will notify the Staff Development Department of the extension date.
4. If an employee has not returned the required orientation documentation and not received an approved probation extension, the following corrective action may be taken.:
 - a. The new hire will receive a coaching from the manger including a letter from Staff Development that identifies outstanding requirements and a final 14-day deadline for completion.

- b. If the employee has not returned the required orientation documentation at the 14-day mark, the manager will issue a formal breach following progressive discipline.
- c. Failure to complete any outstanding requirements within 7 working days (excluding weekends and holidays) will result in an additional formal breach following progressive discipline.
- d. Every 7 working days (excluding weekends and holidays) the disciplinary progression will continue up to a final disciplinary step of termination.

Lateral Transfer Procedure

1. Employees transferring to a new department are given a unit-specific competency statement to be completed.
2. Employees will have 45 days to complete the orientation documents and return it to the Staff Development department or the unit manager. Communication of delinquent requirements will take place between Staff Development and the unit manager.
3. If the orientation documents have not been completed and returned at the 45-day mark, the manager may meet with the employee. At that time, the manager may review with the employee the orientation competency documentation. The manager is responsible for contacting the union to initiate a probation extension if this is deemed necessary to meet the orientation requirements. The manager will notify the Staff Development Department of the extension date.
4. If an employee has not returned the required orientation documents at the 45-day mark and not received an approved probation extension, the following corrective action may be taken:
 - a. The transferred employee will receive a coaching from the manger including a letter from Staff Development that identifies outstanding requirements and a final 14-day deadline for completion.
 - b. If the employee has not returned the required orientation paperwork at the 14-day mark, the manager will issue a formal breach following progressive discipline.
 - c. Failure to complete any outstanding requirements within 7 working days (excluding weekends and holidays) will result in an additional formal breach following progressive discipline.
 - d. Every 7 working days (excluding weekends and holidays) the disciplinary progression will continue up to a final disciplinary step of termination.

<p>Approved by:</p> <p>/s/ _____</p> <p>Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer</p> <p>_____ Date</p> <p><i>Review: Policy & Standard Committee, 2/11, 10/15, 12/18, 6/2022. Revision Completed By: Nancy Gauger, MSN, RN.</i></p>	<p>Review/Revision Date:</p> <p>8/07 4/08 3/2/2011 10.1.2015 12/2018</p>
<p>Policies Superseded by This Policy:</p>	<p>Next Review Date: 6/2025</p>