

Procedure: Employees not meeting orientation requirements



Policy Number Superseded: 3364-130-14

Effective date: 5/2024

Responsible Department: Staff Development

Scope: All University of Toledo Medical Center Nursing Service personnel

This procedure is authorized by the university's policy on training compliance.

(A) When a nursing service employee 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, unit leadership must also be met during this period. When these competencies are not met in the probation period, corrective action must be implemented. Any employee rehired into the same department with the same job classification within one year is exempt from this policy.

The day-to-day implementation of this procedure will be the responsibility of nursing unit leadership and the Staff Development Department.

(B) Procedure

- (1) New hires will receive a unit competency packet, along with additional orientation educational requirements.

- (2) Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) will have 90 days to complete the unit competency packet and electronic testing. All other Health Science Campus new hires will have 30 days to complete the orientation requirements.
- (3) If the orientation requirements have not been completed by the set date, the Unit Director will meet with the employee. The Unit Director will review with the employee the orientation requirements. The unit leadership is responsible for contacting the union to initiate a probation extension if this is deemed necessary to meet the orientation requirements. The unit leadership will notify the Staff Development Department of the extension date.
- (4) If an employee has not returned the required orientation documentation or completed other orientation requirements, and has not received an approved probation extension, the following corrective action may be taken.

- (a) The new hire will receive a coaching from the manager 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.

- (5) Employees transferring to a new department are given a unit-specific competency packet to be completed and will be assigned appropriate electronic training. Transferring employees will have 45 days to complete the orientation documents and requirements. Communication of delinquent requirements will take place between Staff Development and unit leadership. If the orientation requirements are not completed at the 45-day mark, the Unit Director will meet with the employee, review the requirements, and follow the disciplinary steps noted in 4 a-d.

Reviewed by:
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