(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 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. Patient Care Technicians (PCTs), Rehabilitation Technicians (RTs), Nursing Assistants (NAs), and Clerical Specialists (CSs) will have 30 days to complete the orientation paperwork and return it to the Staff Development department. If the paperwork has not been received, a memo will be sent to the manager to inform them the 30-day mark has passed for PCTs, RTs, NAs, CSs and 90-day mark for RNs and LPNs.

3. If the orientation paperwork has not been completed and returned by the set date, the manager will meet with the employee. At that time, the manager will review with the employee the orientation competency paperwork. The manager is responsible for contacting the union to initiate a probation extension if this is deemed necessary in order 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 paperwork and not received an approved probation extension, the following corrective action will be taken at the 90-day mark for PCTs, RTs, NAs, and CSs and 120-day mark for RNs and LPNs:
   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 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.

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 paperwork and return it to the Staff Development department. If the paperwork has not been received, a memo will be sent to the manager to inform them the 45-day mark has passed.

3. If the orientation paperwork has not been completed and returned at the 45-day mark, the manager will meet with the employee. At that time, the manager will review with the employee the orientation competency paperwork. The manager is responsible for contacting the union to initiate a probation extension if this is deemed necessary in order 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 paperwork at the 45-day mark and not received an approved probation extension, the following corrective action will be taken:
   a. The transferred employee 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 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.