



## University of Washington Medical Center Self-Guided Orientation Training

The Self-Guided Study Program (formerly known as Core Foundations) is to be utilized by non-permanent temporary employee (i.e. student hourly, temporary, fixed duration, per diem, contract's, etc.) working at the Medical Center.

In addition to the self-guided training, complete the two below items:

- The Integrity at Work brochure**  
Please sign the signature page that is evidence of the employee having read and understood the brochure. Keep original signed signature page in the employee's personnel file.
- Privacy, Confidentiality and Information Security Agreement (PCAISA)**  
File original signed agreement in employee's personnel file.

**Where to access the training!** To access the self-guided training, go to the OD&T website and complete the section entitled, Annual Refresher Paper Training.

The link is provided below:

<http://odt.uwmc.washington.edu/education/orientation/competency.html>

**Please be sure to follow the instructions for providing Evidence of Program Completion and Competencies found on the following page.**



## University of Washington Medical Center Self-Guided Study Orientation Training

The Self-Guided Study Training is to be utilized by non-permanent staff as a general orientation to UWMC.

This self-guided program will provide non-permanent staff the same information provided to new employees with the core general requirements set forth by state and federal law, rules, and regulations. It fulfills the requirements outlined in the UWMC APOP 33-10.

**Self-Guided Orientation:** All non-permanent temporary employees (i.e. student hourlies, temporary, fixed duration, per diem, contract's, etc.) are required to complete learning associated with the Annual Refresher Training, within 30 days of the hire date. This self-guided study program is administered

by the hiring manager, with a quiz and supervisory assessment of competency. Employees eligible to complete "Self-Guided Orientation" are welcome to attend the entire New Employee Orientation (NEO) program instead of, or in addition to this self-study program if they wish.

### **Evidence of Program Completion and Competency:**

The hiring manager is accountable for ensuring that the curriculum is completed, that employee competence has been achieved, and that departmental orientation is conducted. Upon completion of the program:

- 1) a copy of **all associated learning quizzes**  
(Associated learning quizzes:
  - Self-Guided Orientation Certificate of Completion Page,
  - Integrity at Work Signature Page, and
  - PCAISA signed agreement)are retained in the **employee's departmental personnel file**, and
- 2) a signed **Certificate of Completion is sent to Organization Development and Training for retention** in the training management data base.



**Certificate of Completion  
for Self-Guided Orientation**

General Employee Orientation for Non-Permanent UWMC Employee

This certificate **MUST** be returned to:  
**Organization Development & Training (OD&T)**  
**Box 359422**  
[odtreg@uw.edu](mailto:odtreg@uw.edu)

Please select your role below and/or write if not listed:

- Contractor
- Fixed Duration
- Hourly
- Per Diem
- Student
- Temporary
- Other \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

This certifies that the non-permanent UWMC employee has completed the required learning associated with the Self-Guided Orientation Training and has demonstrated competency in these topics to my satisfaction.

\_\_\_\_\_  
**Employee Name - First Last - (Please Print Clearly)**

The employee has also been given the opportunity to contact content experts on all topics covered in this program to answer any additional questions.

The accurately completed quiz is evidence of program completion and will be retained in the employees departmental personnel file.

Department: \_\_\_\_\_

Box #: \_\_\_\_\_

Phone #: \_\_\_\_\_

UWMC#: \_\_\_\_- \_\_\_\_ - \_\_\_\_ (Employee Identification Number.

If not known, include last 6 digits of Employee SSN)

Employee's Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_