

#### 1.4.1.7 Medical Imaging Services Staff Onboarding and Competency Assessment

##### (a) Policy

California Correctional Health Care Services (CCHCS) shall provide all newly appointed civil service Medical Imaging Services staff, including, but not limited to, Radiologic Technologists (RT) and Senior Radiologic Technologists (SRT) who provide clinical services in California Department of Corrections and Rehabilitation (CDCR) institutions, with relevant and job-specific orientation and training (Medical Imaging Services Staff Onboarding) during the probationary period. This policy shall not be construed as altering existing laws and regulations governing civil service probationary periods or any applicable bargaining unit contract provisions.

##### (b) Purpose

To establish a comprehensive and standardized onboarding and competency assessment process for new civil service Medical Imaging Services staff that:

- (1) Promotes consistency and standardization among all institutions statewide regarding minimum onboarding expectations for new Medical Imaging Services staff.
- (2) Supports newly appointed Medical Imaging Services staff with relevant orientation and training by experienced subject matter experts (SMEs) during the probationary period.
- (3) Facilitates adherence to applicable scopes of practice, standards of practice, applicable clinical guidelines, and CCHCS/CDCR standards.
- (4) Promotes job satisfaction while enhancing Medical Imaging Services staff effectiveness, efficiency, competence, and knowledge.

##### (c) Responsibility

###### (1) Statewide

The Statewide Chief of Medical Imaging Services is responsible for the implementation, evaluation, and planning related to this policy and procedure.

###### (2) Regional

The Regional Healthcare Executives are responsible for the application of this policy and procedure at the subset of institutions within their assigned region.

###### (3) Institution

(A) The Chief Support Executive is responsible for the local application of this policy and procedure.

(B) The Correctional Health Care Services Administrator I/II or SRT is responsible for supervising the completion of the onboarding requirements for all Medical Imaging Services staff.

##### (d) Procedure

###### (1) Orientation and On-the-Job Support during the Probationary Period

(A) The direct supervisor and applicable SMEs shall use the applicable Medical Imaging Services Onboarding and Competency Assessment Checklist found under the [Medical Imaging Services Resources Lifeline page](#) under the RIS/PACS/EHRS tab to ensure each newly hired staff completes the appropriate checklist during the first 90 calendar days of hire.

1. During the staff's first two weeks of hire, the staff's supervisor shall complete the following items:
  - a. Facility tour and introduction to executive staff.
  - b. Completion of Human Resources and Information Technology department's mandated forms.
  - c. Overview of the institution's or work location's missions and physical layout.
  - d. Overview of the new staff's workspace.
  - e. Issuance of the new staff's identification card and other essential work items.
2. Onboarding of the new staff that is institution or work location-based shall address the designated topics specified in the Medical Imaging Services Onboarding and Competency Assessment Checklist.
3. CDCR Non-Custody New Employee Orientation, as applicable to the staff's assigned work location, to be completed by all staff within the six-month or twelve-month probationary period. This training is composed of classroom and computer-based modules. The classroom portion is provided by the institution's In-Service Training Office.
4. Medical Imaging Services staff shall complete Electronic Health Record System (EHRS) training and competency validation. Training shall include completion of CCHCS Learning Management System EHRS Modules consistent with the staff's duty statement.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES  
Health Care Department Operations Manual

- (B) Medical Imaging Services staff shall complete orientation and mentoring by Medical Imaging Services staff performing specific tasks identified in the Medical Imaging Services staff Onboarding and Competency Assessment Checklist.
- (C) Staff beginning independent work shall have access to Medical Imaging staff with similar job duties for questions and assistance.
- (D) Within 90 calendar days after the new staff hire date, the direct supervisor shall ensure completion of the Medical Imaging Services Onboarding and Competency Assessment Checklist and shall review, sign, and maintain the completed forms in the supervisory file of the staff being assessed. If the new Medical Imaging staff member is delayed in completing the Medical Imaging Services Onboarding and Competency Assessment Checklist, the direct supervisor may provide additional time on a case-by-case basis to complete the onboarding process and the checklists as soon as possible after the 90 calendar days.
- (E) A copy of the signed Onboarding and Competency Assessment Checklist shall be emailed to the following email address: [medicalimagingervices@cdcr.ca.gov](mailto:medicalimagingervices@cdcr.ca.gov).

**(2) Probationary and Professional Performance Evaluations**

- (A) For staff who have a one-year probationary period:

In accordance with civil service laws and regulations, the direct supervisor shall complete, at minimum, a STD 636, Report of Performance for Probationary Employee at four months, eight months, and 12 months after hire to assess professional performance and clinical competency.

  - 1. The 12-month STD 636 may be completed as soon as 11 months but no later than 12 months after the hire date.
  - 2. Interim STD 636s may be completed as needed between probationary periods, to assess professional performance and clinical competency.
- (B) For staff who have a six-month probationary period:

In accordance with civil service laws and regulations, the direct supervisor shall complete, at minimum, a STD 636 at two months, four months, and six months after hire to assess professional performance and clinical competency.

  - 1. The six-month STD 636 may be completed as soon as five months but no later than six months after the hire date.
  - 2. Interim STD 636s may be completed as needed between probationary periods, to assess professional performance and clinical competency.
- (C) Two to four weeks prior to the end of the probationary period, the direct supervisor shall review the probationary evaluations and other clinical and performance observations to make a recommendation regarding permanent civil service employment.
- (D) After the probationary period ends, the direct supervisor shall complete a competency assessment whenever job duties change, or at a minimum, on an annual basis to evaluate the staff's professional performance and clinical competency. In addition, on an annual basis, the direct supervisor shall review the Medical Imaging Services staff member's duty statement with the staff. This review shall be acknowledged by the staff's signature on the duty statement. The signed duty statement shall be retained in the staff's supervisory file.

**(3) Determination of Permanent Civil Service Status**

- (A) After completion of the second STD 636, but no later than one month prior to the end of probation, the direct supervisor shall review the findings and recommendations contained in the probationary evaluations and other documented professional observations to make a recommendation about whether to grant permanent civil service status.
- (B) If there are concerns regarding the performance of the probationary staff, the direct supervisor shall immediately notify their supervisor and the Health Care Employee Relations Officer.
- (C) A recommendation to reject the staff during the probationary period may occur any time during the probationary period if the previous probationary reports (STD 636), professional practice evaluations, competency validations, or other documented performance observations show significant concerns regarding the staff's performance or conduct.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES  
Health Care Department Operations Manual

**(4) Re-orientation of Medical Imaging Services staff (Re-entry Training)**

- (A) For Medical Imaging Services staff who are out of the office on an extended basis but did not separate from service with CDCR (e.g., long term sick):
1. If staff have been out for six months or less, the following is required:
    - a. There must be documentation of prior completion of the Medical Imaging Services Staff Onboarding and Competency Assessment Checklist.
    - b. Staff must review all classes, updates, and mandatory training missed including the CDCR Non-Custody Annual Block Training and In-Service Training
    - c. Validation of competencies shall be completed for the areas in which staff will be working.
  2. If staff have been out for six months to one year, the following is required:
    - a. There must be documentation of prior completion of the Medical Imaging Services Staff Onboarding and Competency Checklist.
    - b. Staff must review all classes, updates, and mandatory trainings missed including CDCR Non-Custody Annual Block Training and In-Service Training.
    - c. Validation of competencies shall be completed for the areas in which staff will be working.
  3. Staff who are out more than one year shall complete the onboarding process in its entirety upon return.
- (B) Staff who separate from the Department and then return to state service, regardless of the length of time, shall be required to complete the onboarding process in its entirety.

**(5) Transferring Between Institutions without a Break in Service or Performing Duties at More Than One Institution**

- (A) The direct supervisor is responsible to ensure that all Medical Imaging Services staff working at the institution are competent to perform all the duties of the position for which the Medical Imaging Services staff has been hired.
- (B) The direct supervisor may develop an abbreviated Medical Imaging Services Staff Onboarding and Competency Assessment Checklist for the staff sharing assignments between multiple institutions.
- (C) Proof of completion of the onboarding process, clinical competencies, and professional performance shall be maintained at each CDCR location. This does not absolve the direct supervisor at each CDCR location from ensuring that annual performance evaluations are conducted or that Medical Imaging staff are competent to perform the duties required in their position.

**References**

- Code of Federal Regulations, Title 10, Part 20, Standards for Protections Against Radiation
- California Code of Regulation, Title 15, Division 3, Chapter 1, Subchapter 5, Article 4, Section 3435, In-Service Training
- California Code of Regulation, Title 17, Division 1, Chapter 5, Subchapter 4, Group 3, Article 1, Section 30253, Standards for Protection Against Radiation
- California Department of Corrections and Rehabilitation, Department Operations Manual, Chapter 3, Article 18, General Training

**Revision History**

Effective: 05/2022