



**CONTRACTOR AND VENDOR
COMPETENCY / HOSPITAL ORIENTATION ASSESSMENT
ACKNOWLEDGEMENT**

Riverside County Regional Medical Center (RCRMC) is pleased to have you as a contracted services provider. To meet regulatory requirements, RCRMC requires vendors to document staff competency and orientation of hospital policies and procedures. The following is required for every employee that will provide services at RCRMC; under the terms of the contract/service agreement:

1. A job description exists for each of your employees. Job descriptions define the qualifications and performance expectations in measurable terms.
2. An annual employee competency assessment has been completed satisfactorily based on the job description for each employee, and the employee was certified competent in each aspect of the job functions.
3. Employees' credentials are up to date and valid for the work performed and according to applicable legal and regulatory requirements.
4. Ongoing in-service and other education and training are provided to maintain and improve staff competence.
5. Those who are to work on-site at RCRMC have reviewed the Contractor and Vendor Hospital Orientation Manual that is provided and have completed the Orientation Assessment at the end of the manual (keep on file to be made available to us upon request).

Copies of the above-referenced documents are to be kept on file and made available to RCRMC upon request. Please sign acknowledgement of the above requirements and return to the address below:

SIGNED: _____ **DATE:** _____

PRINT NAME: _____

VENDOR/CONTRACTOR NAME: _____

Please return to: Riverside County Regional Medical Center
Purchasing Department
26520 Cactus Avenue
Moreno Valley, CA 92555
Attn: Summer Cruz

Do not hesitate to contact Summer Cruz, Purchasing Supervisor, at (951) 486-5505 should you have any questions regarding this request.

(Rev. 8/10/10)