

## ***Nursing Orientation Checklist***

*(Nursing Staff: Psych, ICU, Mixed Acuity, CWI)*

Please use the following Checklist as a tool to assure you have completed all components of your orientation

### **Onboarding Requirements (Week One Activities)**

Activity	Date	N/A
<input type="checkbox"/> Attend New Employee Orientation (Day 1)		<input type="checkbox"/>
<input type="checkbox"/> Attend NVCI (Day 2: Part 1)		<input type="checkbox"/>
<input type="checkbox"/> Attend Safe Patient Handling (Day 2: Part 2)		<input type="checkbox"/>
<input type="checkbox"/> Attend Nursing Onboarding (Day 3)		<input type="checkbox"/>
<input type="checkbox"/> Attend Nurse Residency Orientation (Day 3: New Grad Only)		<input type="checkbox"/>
<input type="checkbox"/> Attend Technology Orientation (Day 4: Inpatient RNs Only)		<input type="checkbox"/>
<input type="checkbox"/> Complete Online RN Screening Testing (Day 4: Experienced RN Only) <b>Excludes ED, OR, and CWI</b>		<input type="checkbox"/>
<input type="checkbox"/> Complete Department Orientation (Day 4: Inpatient RN Only)		<input type="checkbox"/>

### **Onboarding KNOW Module Requirements (Due within 30 days of hire)**

Activity	Date	N/A
<input type="checkbox"/> APEX Innovations: NIH Stroke Scale (Select Care Areas)		<input type="checkbox"/>
<input type="checkbox"/> Acute Stroke Identification, Notification, Tx (Select Care Areas)		<input type="checkbox"/>
<input type="checkbox"/> Omnicell Training		<input type="checkbox"/>
<input type="checkbox"/> ULH 2019 Blood Glucose Testing		<input type="checkbox"/>
<input type="checkbox"/> ULH 2019 Blood Product Administration		<input type="checkbox"/>
<input type="checkbox"/> ULH 2019 Medical Emergency Response & Preparedness		<input type="checkbox"/>
<input type="checkbox"/> ULH 2019 Preventing CAUTI/CLABSI		<input type="checkbox"/>
<input type="checkbox"/> ULH Harassment Free Workplace		<input type="checkbox"/>
<input type="checkbox"/> ULH Workplace Violence		<input type="checkbox"/>

### **CERNER Documentation Requirements**

Activity	Date	N/A
<input type="checkbox"/> ULH Cerner Training Modules (KNOW) <b>Due 2 weeks from hire</b>		<input type="checkbox"/>
<input type="checkbox"/> CERNER Documentation Checklist (Paper: Uploaded in HCC by manager) <b>Due 2 weeks from hire</b>		<input type="checkbox"/>
<input type="checkbox"/> CERNER Documentation Live Class		<input type="checkbox"/>

### **Clinical Orientation Requirements (Completed on unit with preceptor & manager)**

Activity	Date	N/A
<input type="checkbox"/> ULH Employee Safety Orientation Checklist (KNOW)		<input type="checkbox"/>
<input type="checkbox"/> ULH Orientation Pathway (Paper: Uploaded in HCC by manager)		<input type="checkbox"/>

### **Evaluations (Completed with manager)**

Activity	Date	N/A
<input type="checkbox"/> Complete Onboarding evaluation (KNOW)		<input type="checkbox"/>
<input type="checkbox"/> Complete 30-day evaluation (clinical manager)		<input type="checkbox"/>
<input type="checkbox"/> Complete 60-day evaluation (clinical manager)		<input type="checkbox"/>
<input type="checkbox"/> Complete 90-day evaluation (clinical manager)		<input type="checkbox"/>
<input type="checkbox"/> Complete Onboarding 120-day evaluation (KNOW)		<input type="checkbox"/>

## 2019 Nursing Orientation Overview

(Nursing Staff: Psych, ICU, Mixed Acuity, CWI)

The following components will be included in your onboarding and unit orientation at UofL Hospital. You are encouraged to use the Nursing Orientation Checklist provided to assure you have completed all requirements of your orientation. The orientation checklist is also located on MyULH in the "Orientation Documents" section along with all other necessary onboarding documents.

### Onboarding KNOW Modules

Upon hire, you will be assigned several online learning modules in the Knowledge Hub based on care area. You will have 30 days to complete these modules. Arrangements must be made with your clinical manager if you need time to work on these modules from home.

### Nurse Testing

Experienced nurses will be assigned a basic dysrhythmia and care area specific knowledge exam in KNOW by their educator and will complete these exams on day 4 of onboarding. Scores of these exams will be used to provide individualized learning resources.

### CERNER Documentation Training

(Completed by Orientee and Preceptor)

CERNER training will be a combination of self-directed online modules, a preceptor led documentation checklist, and a four-hour live CERNER class. **(You CANNOT document independently until all components are complete)**

#### ☐ Self-Directed Modules

- You will be assigned up to eight online CERNER training modules upon hire. These modules are care area specific and are to be completed during the first two weeks of orientation independently.

#### ☐ Documentation Checklist

- You will be provided with a paper copy of the care area specific "**Cerner Documentation Checklist**" during nursing orientation.
- This checklist should be completed, signed off by your preceptor, and turned in to the clinical manager.

#### ☐ CERNER Class

- You will be pre-scheduled to attend a four-hour scenario-based CERNER training two weeks after attend nursing orientation (Mandatory).

### Safety Checklist

(Completed by Orientee and Clinical Manager)

An online unit safety checklist will be assigned in KNOW upon hire. The "**ULH Employee Safety Orientation Checklist**" reviews topics such as general safety, injury reporting, fire safety, equipment, security, emergency preparedness, disaster codes, and hazardous materials. Your clinical manager, educator, or charge nurse will complete this checklist with you during unit orientation.

### ULH Orientation Pathway

(Completed by the Orientee, Preceptor and Clinical Manager)

Orientation documentation will be a hybrid of paper and electronic verification.

#### ☐ Orientation Pathway

- Clinical Managers will provide you with a copy of your care area specific Orientation Pathway
- The preceptor will use the first part of the pathway as a guide to your unit orientation.
- Orientation objectives will be rated on the last several pages of the Pathway.
- The employee will turn the completed assessment in to the clinical manager (LAST PAGES ONLY).

### Evaluations

(Completed by the Clinical Manager)

- An online evaluation will be assigned to all new hire nurses at the conclusion of onboarding as well as an additional evaluation at the 120<sup>th</sup> day of employment.
- 30, 60, and 90-day performance evaluations will be completed with your clinical manager or charge nurse.
- Additional evaluations may be completed by the preceptor and submitted to the clinical manager.

For care area specific questions, please contact your clinical manager or clinical educator.