

Orientation Checklist: This may assist with general orientation to a facility and unit.

Topic / Information	Corporate General Orientation	Nursing Orientation	Handout Available / Not available	Person Responsible	Signature /Date
Human Resources:					
• Organization structure					
• Corporate ID					
• Performance Appraisal					
• Policies/Issues					
• Privacy/Confidentiality					
• Parking Card/ Where staff park					
• Occupational Health & Safety					
• Infection Control					
• Quality Initiatives					
• Emergency Preparedness					
• WHMIS					
• Employee Assistance Program					
Nursing:					
Organizational Structure					
• Reporting Structure					
Professional Practice Issues					
• Clinical Practice Guidelines					
• Position Statements/ Nursing Policies, Guidelines/Procedures					
• Consents					
• Patient and Employee Safety					
• Risk Management Issues					
• Occurrences					
• Workload Measurement					
• Nursing Process					

Topic / Information	Corporate General Orientation	Nursing Orientation	Handout Available / Not available	Person Responsible	Signature /Date
ARNPEI:					
• Code of Ethics					
• Canadian Nurses Protective Society- (CNPS)					
LPN Association of PEI:					
• Clinical Competency HRS					
• Clinical Skills Checklist					
Interprofessional Collaboration:					
• Role of Team Members					
• Patient Admission/ Discharge and Transfer					
Nursing Admission Assessment:					
• D/C Planning/LOS					
• Consults					
Medication:					
<ul style="list-style-type: none"> • MAR, • Medication Reconciliation, • General Medication Guidelines, Transcription of Orders, <ul style="list-style-type: none"> • Verbal Telephone Orders, • IV Med Policies, • Narcotic Policy, • Drug Protocols (Heparin, Lovenox), • Total Parental Nutrition, • ARNPEI/LPNA Medication Standards 					

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Vascular Access Devices:					
• Parental Therapy, Blood Culture Protocol, Infusion pumps					
• Blood/Blood Product Administration					
• Types of Blood, Consent, Policy, Equipment, New Label					
New ARNPEI/LPNA Documentation Standards					
• D.A.R (Data, Assessment, Response) or hospital approved					
• Documentation (paper/electronic)					
• Physician Orders/Progress Notes					
• Approved Abbreviations					
• Health Record Forms					
Communication Process:					
• Patient Call System					
Resource Websites:					
• CNA Portal					
• ARNPEI					
• PEINU (RN)					
• UPSE (LPN)					
Allied Health Services:					
Clinical Nutrition					
• TPN Orders					
• PT Diets					
• Order Entry Process					
Social Work					
• Referral Process					

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Physiotherapy					
• Role					
• Referral Process					
Occupational Health					
• Role					
• Referral Process					
Speech Language Pathology					
• Role					
• Referral Process					
Recreation Therapy					
• Role					
• Referral Process					
Bed Manager					
• Role					
Respiratory Therapy					
• Role of RT					
• Trachestomy Care					
• Pulse Oximetry					
• Referral Process					
Organ Procurement Program					
• Overview					
• Policies					
Telephone Orders					
• Patient Transfers					
• Reportable Death					
• DNR					
• Adv. Health Care Directive					
Consents					
Infection Control					
• Role of Infection Control					
• Types of ISOL					
Diabetes Education					
• Glucometer Training					
• Role of Diabetes Educator					
• Referral Process					

Topic / Information	Corporate General Orientation	Nursing Orientation	Handout Available / Not available	Person Responsible	Signature /Date
Laboratory Services					
• Blood work					
• Hours of Operation					
Diagnostic Imaging Services					
• Requisition Process					
• Patient Preparation for DI.procedures					
• Hours of Operation					
Pastoral Care Services					
Cultural Awareness and Sensitivity					
• Services Available- (Module and newcomers association)					
Tours					
• Facility Tour					
• Unit Tour					
• Unit Orientation					
Computer Services					
• Password Application					
• Order/Entry Training					
• Nursing Module Training					
• Electronic Documentation					
Continuing Education					
• Rounds					
• In-services					
• Committee Structures					
• Program					
• Professional					
Orientation Evaluation					

IEN Signature: _____ Date: _____

Nurse Educator / Manager/ Supervisor; Signature: _____ Date: _____

Please ensure both parties have a copy of this documentation and maintain a copy for both your records

Adapted from Office of the Provincial Chief Nurse, Department of Health and Community Services. (2011).

Orientation Framework for Internationally Educated Nurses