## Department of Nursing

**DEPARTMENT SPECIFIC ORIENTATION**

Employee Name: ____________________________  Department Hire Date: __________________
Classification: _____________________________  Dept. of Nursing Orientation Date: __________
Supervisor: _________________________________  Department/Unit: _______________________

Please complete all sections before employee independently provides care or service and no later than the first thirty days of employment.

### I. PERFORMANCE RESPONSIBILITIES

- Job Description Review
- Competency Assessment Instrument / Process Review
- Performance Expectation/Evaluation Process Review

### II. MANAGEMENT OF ENVIRONMENT OF CARE

#### 1. Safety Management

- Body Mechanics (ergonomics)
- Safe Patient Handling
- Safe Patient Handling Online Module
- Unit Specific Safe Patient Handling Equipment:
  - Dependent Lifts / Fall Recovery: Maxi Move
  - Dependent Sit to Stand Lifts: Sara Plus
  - Assisted Transfers: Sara Stedy
  - Bed Repositioning Flite, TAP
  - Lateral Transfers: Maxi air, Slide Board, Roller Board
- Indicate N/A if the equipment is not present on your unit
- Refer to unit “user’s manual” and equipment Tip Sheets which outlines the steps to use each lift.
- Office / Unit / Department Safety
- Department/Unit procedures for reporting unsafe conditions
- Safety / security hazards in your work area

### 2. Security Management

- Reporting Crimes
  - Locate Keys, Security Alarm, Panic Button
  - Prox Cards and Omni Locks
  - Pyxis
  - Video Entry Security System (ICUs Only)
  - Location of securing personal belongings

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Form must be signed and placed in the personnel file.
3. **Hazardous Materials Management**
   - Types of hazardous materials (chemical, infectious, radioactive) found in their area
   - Locations of material safety data sheets (MSDS)
   - Procedures for a hazardous material spill / location of spill kits
   - Procedures for disposing of hazardous waste
   - Gas cylinder storage areas
   - Procedures that require personal protective equipment (i.e. gloves, goggles, etc.)

4. **Fire Prevention**
   - Steps to take in an event of a fire (Code Red Procedures)
   - Types of Fires / Reporting a Fire

   - Types of Fire Extinguishers / Location of Fire Extinguishers
   - Locations of manual fire alarm pull stations (alarm box)
   - Nearest stairwells / exit routes
   - Participation in fire drills (patient care areas)

5. **Emergency Management**
   - Location of Disaster Plan, Location of Emergency Supplies / First Aid Kit
   - Evacuation Procedures (telephone numbers, evacuation assembly areas)

6. **Medical Equipment Management**
   - Introduction for office / department equipment

   - Procedures for malfunction

   - Medical Equipment and Storage Location
   - Equipment Owners Manual

7. **Utilities Management**
   - Location of Medical Gas shut-off Valves (Zone Valve)
   - Unique Fire Hazards (i.e. Oxygen, Chemicals)
   - Temperature Control
   - Response to Unplanned electrical outage

**III. PATIENT SAFETY & ERROR REDUCTION**

   - Patient Safety Plan
   - Restraints/Seclusion Policy
   - Medication Errors

   - Event Reporting
   - Infection Control

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If a section is not applicable, draw a line through it
### IV. DEPARTMENTAL POLICIES, PROCEDURES AND NURSING GUIDELINES

- Department Mission/Vision Statement (if applicable) | NO
- Work Rules: Attendance (sick calls), Scheduling, Uniform, Email communication
- Personnel Contracts/Policies
- Diet Manual (located in policy stat, search “diet manual”)
- General Nursing Guidelines
- Identifies Payroll (HBS), Department of Nursing, Forms Portal, Micromedex, Lexi-Comp, and library resources

### V. Complete Online Requirements

- Review how HIPAA regulations apply to the position
- Completed exam on-line for CICARE, Compliance, Ethics, HIPAA and Others

### VI. PERFORMANCE IMPROVEMENT

- Department PI Projects | NO
- Unit PI Projects

### VII. OTHER

#### Required Competencies:

**Age Specific (see below and complete item number 4)*

Initial Department of Nursing

Initial Service * ✓

Initial Unit *

* Excluded for non-clinical staff ✓ Excluded for Clinical Care Partners

<table>
<thead>
<tr>
<th>KEY ACTIVITIES</th>
<th>&lt; 30 days (Neonate)</th>
<th>&gt;=30 days &amp; &lt; 1 YR (Infant)</th>
<th>&gt; = 1 yr &amp; &lt; 13 yrs (Pediatric)</th>
<th>&gt; = 13 yrs &amp; &lt; 18 yrs (Adolescent)</th>
<th>&gt; = 18 yrs &amp; &lt; 65 yrs (Adult)</th>
<th>&gt; 65 yrs (Geriatric)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets Expectations:</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>1. Demonstrate knowledge of growth and development.</td>
<td>✓</td>
<td>o</td>
<td>✓</td>
<td>o</td>
<td>✓</td>
<td>o</td>
</tr>
<tr>
<td>2. Assess (RN) data collection (LVN and Unlicensed personnel) age-specific data.</td>
<td>✓</td>
<td>o</td>
<td>✓</td>
<td>o</td>
<td>✓</td>
<td>o</td>
</tr>
<tr>
<td>3. Report age-specific data.</td>
<td>✓</td>
<td>o</td>
<td>✓</td>
<td>o</td>
<td>✓</td>
<td>o</td>
</tr>
<tr>
<td>4. Provide age-specific care needed.</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

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# UCLA Health
## DEPARTMENT SPECIFIC ORIENTATION
### Department of Nursing

<table>
<thead>
<tr>
<th>GENERAL ITEMS &amp; AREAS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOCATE:</strong></td>
</tr>
<tr>
<td>Entrances &amp; Exits (staff &amp; public), Hours open</td>
</tr>
<tr>
<td>Elevators (Visitor / Core / Critical Care Transport)</td>
</tr>
<tr>
<td>Nursing Stations / Reception desk (computers, printers, copiers)</td>
</tr>
<tr>
<td>Family Waiting Rooms</td>
</tr>
<tr>
<td>Break Areas / Staff Lounge / Mailboxes</td>
</tr>
<tr>
<td>Bulletin Boards</td>
</tr>
<tr>
<td>Patient Education Material</td>
</tr>
<tr>
<td>Conference Room – Educational / Reference Materials, Manuals</td>
</tr>
<tr>
<td>Staff and Public Restrooms</td>
</tr>
<tr>
<td>Smoking Areas</td>
</tr>
<tr>
<td>Family Consultation Rooms</td>
</tr>
</tbody>
</table>

Tour of other areas utilized by department

- Clinical Labs & Blood Bank
- Central Service
- Main Pharmacy & Out-patient Pharmacy
- Cashier Office
- Radiology Areas – X-Ray, CT, MRI, Ultrasound
- Emergency Room
- Dining Commons & Cafe
- Operating Room & PACU
- Interventional Radiology / Cath Lab / MPU
- Satellite Pharmacy
- Surgical Wait Area
- Discharge Lobby
- Nursing Office
- Patient Relations
- Admitting
- Tunnel
- Morgue/Viewing room
- Procedure Room on Floor – if applicable

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<table>
<thead>
<tr>
<th>KNOWLEDGE OF:</th>
<th>Evaluator Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Numbering System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paging System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phones - VoIP, handhelds, POTS, ELS Phones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Numbers –Numbering System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telemetry Coverage on Unit (ACPs omit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Pathways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitor Parking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NURSING UNITS – Locate & Knowledge**

<table>
<thead>
<tr>
<th>A. Nurses Station</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiologic Monitoring Laser printer and Strip printer</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Medication Rooms</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pyxis &amp; Pyxis Tower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication Refrigerators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narcotics (ACPs &amp; CCPs omit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cassettes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Clean Utility Room</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Bin System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blanket Warmers (pods only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accu-cheks / chargers / downloading station (pods only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other POCT devices (i.e. Hemocue - if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Soiled Utility Room</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Used Equipment</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Reception Desk</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ACP Desk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chart Location</td>
<td></td>
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<tr>
<td>Forms Location</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>F. Other Areas or Items in Units</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Ice Machine for Specimen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Director / CNS / AN II/Hoteling Office Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negative Pressure Isolation Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nourishment Station / Patient Food Refrigerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician Dictation Areas or Rounding Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician On-Call rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code Cart / Defibrillator –Red Emergency Power Outlet (ACPs omit)</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Equipment Storage Rooms (ICU only)</th>
<th>Evaluator Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thinned Charts</td>
<td></td>
<td></td>
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<tr>
<td>Scales-bed and standing</td>
<td></td>
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</tr>
</tbody>
</table>

Dialysis Hook Up (ICU & CCU only)

G. Patient Room

Locate:

- Code Blue Buttons
- Computer on Wheels
- Accu-chek / Chargers / Downloading Station (ICUs only)
- Whiteboard
- Utility Cart (ICU only) supply par levels
- Ceiling Mounted Exam Light (ICU only)
- Swivette and Bedpan Hose (ICU & PACU only)
- Patient Phones
- TV / DVD
- Patient Restroom
- Family Daybed

Locate & knowledge: (ACPs omit this section)

- Booms – Red Emergency Power Outlets (ICU & L/D only)-NICU/CCU omit
  - Compressed Air Movement
  - O2, Suction, Air
  - Data Ports
  - Auxiliary Ports – vent Alarm
  - Accessories
  - Transport Trolley
  - IV and Transducer Poles

- Headwalls – Red Emergency Power Outlets (pods and PICU only)
  - O2, Suction, Air

Physiologic Monitor (L&D both)

H. Equipment

Locate:

- Telemetry Boxes
- 12 Lead EKG Machine Storage, Downloading Port & Cables
- Cisco Handheld Phone Chargers
- Doppler
### I. Delivery Systems

**Knowledge of:**

- Central Service
- Linen
- Nutrition Services
- Patient Rooms Critical Equipment Program
- Pharmacy

**Nursing Processes and Workflow**

- Admission Procedure
- Discharge
- Huddle/Shift Report
- Medication Administration *(Non ICU)*
- Medication Administration *(ICUs)*
- Order Communication *(non ICU)*
- Order Communication *(ICUs)*
- Pneumatic Tube System Blood Product Retrieval
- Pneumatic Tube System Medication Retrieval
- Staff Lockers
- Others

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<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Evaluator Signature</th>
<th>Date</th>
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