

**UCLA HEALTH SYSTEM
DEPARTMENT SPECIFIC ORIENTATION
New Hospital Transition ONLY
Department of Nursing: Instructors**

Please complete all sections prior to the employee's first shift at the new location

CLINICAL INSTRUCTOR NAME: _____

YEAR/QUARTER: _____

UNIT VALIDATOR NAME: _____

DEPARTMENT/UNIT: _____

	REVIEW DATE	N/A
GENERAL ITEMS & AREAS		
LOCATE:		
Entrances & Exits (staff & public), Hours open		
Elevators (Visitor / Core / Critical Care Transport)		
Nursing Stations / Reception desk (computers, printers, copiers)		
Family Waiting Rooms		
Break Areas / Staff Lounge / Mailboxes	Instructor omit	Instructor omit
Bulletin Boards		
Patient Educational Material		
Conference Room – Educational / Reference Materials, Manuals		
Staff and Public Restrooms		
Smoking Areas		
Family Consultation Rooms		
Tour of other areas utilized by department		
• Clinical Labs & Blood Bank		
• Central Service		
• Main Pharmacy & Out-patient Pharmacy		
• Cashier Office	Instructor omit	Instructor omit
• Radiology Areas – X-Ray, CT, MRI, Ultrasound	Instructor omit	Instructor omit
• Emergency Room		
• Dining Commons & Cafe		
• Operating Room & PACU	Instructor omit	Instructor omit
• Interventional Radiology / Cath Lab / MPU	Instructor omit	Instructor omit
• Satellite Pharmacy		
• Surgical Wait Area		
• Discharge Lobby		
• Nursing Office		
• Patient Relations		
• Admitting		
• Tunnel	Instructor omit	Instructor omit

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• Morgue/Viewing room	Instructor omit	Instructor omit
• Procedure Room on Floor – if applicable		
KNOWLEDGE OF:		
Room Numbering System		
Phones - VoIP, handhelds, POTS, ELS Phones		
Travel Pathways	Instructor omit	Instructor omit
Paging System		
Telephone Numbers –Numbering System		
Unit Address		
Family Access		
Visitor Parking	Instructor omit	Instructor omit
Telemetry Coverage on Unit (ACPs omit)	Instructor omit	Instructor omit
Locate and knowledge of:		
Proximity Card and Omni-Locks	Instructor omit	Instructor omit
Keys (if applicable)	Instructor omit	Instructor omit
NURSING UNITS – Locate & Knowledge		
A. Nurses Station		
Nurse Call System **		
Physiologic Monitoring Central Station or Mirrored Central Station **(ACPs omit)	Instructor omit	Instructor omit
Physiologic Monitoring Laser printer and Strip printer	Instructor omit	Instructor omit
Video Entry Security System (ICUs only)	Instructor omit	Instructor omit
Panic Switch (if applicable)	Instructor omit	Instructor omit
B. Medication Rooms		
Pyxis & Pyxis Tower		
Medication Refrigerators		
Narcotics (ACPs & CCPs omit)		
Cassettes		
C. Clean Utility Room		
Supply Bin System		
Blanket Warmers (pods only)		
D. Soiled Utility Room		
Accu-cheks / chargers / downloading station (pods only)		
Other POCT devices (i.e.: Hemocue - if applicable)		

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Used Equipment		
E. Reception Desk		
ACP Desk		
Chart Location		
Forms Location		
F. Other Areas or Items in Units		
Ice Machine for Specimen		
Unit Director / CNS / Hoteling Office Space		
Negative Pressure Isolation Rooms		
Nourishment station / Patient Food Refrigerator		
Physician Dictation Areas or Rounding Rooms	Instructor omit	Instructor omit
Physician On-Call rooms	Instructor omit	Instructor omit
Code Cart / Defibrillator **–Red Emergency Power Outlet (ACPs omit)	Instructor omit	Instructor omit
Equipment Storage Rooms (ICU only)		
Thinned Charts	Instructor omit	Instructor omit
Scales-bed and standing		
Dialysis Hook Up (ICU & CCU only)	Instructor omit	Instructor omit
G. Patient Room		
Locate:		
Code Blue Buttons		
Computer on Wheels		
Accu-chek / Chargers / Downloading Station (ICUs only)		
Whiteboard	Instructor omit	Instructor omit
Utility Cart (ICU only) supply par levels	Instructor omit	Instructor omit
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 <ul style="list-style-type: none"> • Compressed Air Movement • O2, Suction, Air 		

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<ul style="list-style-type: none"> • Data Ports • Auxiliary Ports – vent Alarm • Accessories • Transport Trolley • IV and Transducer Poles 		
Headwalls – Red Emergency Power Outlets (Pods and PICU only) <ul style="list-style-type: none"> • O2, Suction, Air 		
Physiologic Monitor (Dash or Solar) ** L&D both	Instructor omit	Instructor omit
I. Equipment		
Locate:		
O2 Cylinders		
Telemetry Boxes	Instructor omit	Instructor omit
12 Lead EKG Machine Storage, Downloading Port & Cables	Instructor omit	Instructor omit
Cisco Handheld Phone Chargers	Instructor omit	Instructor omit
Dopplers		
Vital Signs Monitors **(CCPs only) (ACPs omit)		
G. Delivery Systems		
Knowledge of:		
Patient Rooms Critical Equipment Program	Instructor omit	Instructor omit
Nursing Processes	Instructor omit	Instructor omit
Pneumatic Tube System **	Instructor omit	Instructor omit
Central Service Supply	Instructor omit	Instructor omit
Nutrition Services – Patient Food Service Supervisor Number	Instructor omit	Instructor omit
Linen	Instructor omit	Instructor omit
Pharmacy	Instructor omit	Instructor omit

** Competency Required

CLINICAL INSTRUCTOR SIGNATURE

DATE

UNIT VALIDATOR SIGNATURE

DATE