

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

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

STUDENT NAME: _____

YEAR/QUARTER: _____

CLINICAL INSTRUCTOR 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	Student omit	Student 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	Student omit	Student omit
• Radiology Areas – X-Ray, CT, MRI, Ultrasound	Student omit	Student omit
• Emergency Room		
• Dining Commons & Cafe		
• Operating Room & PACU	Student omit	Student omit
• Interventional Radiology / Cath Lab / MPU	Student omit	Student omit
• Satellite Pharmacy		
• Surgical Wait Area		
• Discharge Lobby		
• Nursing Office		
• Patient Relations		
• Admitting		
• Tunnel	Student omit	Student omit

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• Morgue/Viewing room	Student omit	Student omit
• Procedure Room on Floor – if applicable		
KNOWLEDGE OF:		
Room Numbering System		
Phones - VoIP, handhelds, POTS, ELS Phones		
Travel Pathways	Student omit	Student omit
Paging System		
Telephone Numbers –Numbering System		
Unit Address		
Family Access		
Visitor Parking	Student omit	Student omit
Telemetry Coverage on Unit (ACPs omit)	Student omit	Student omit
Locate and knowledge of:		
Proximity Card and Omni-Locks	Student omit	Student omit
Keys (if applicable)	Student omit	Student omit
NURSING UNITS – Locate & Knowledge		
A. Nurses Station		
Nurse Call System **		
Physiologic Monitoring Central Station or Mirrored Central Station ** (ACPs omit)	Student omit	Student omit
Physiologic Monitoring Laser printer and Strip printer	Student omit	Student omit
Video Entry Security System (ICUs only)	Student omit	Student omit
Panic Switch (if applicable)	Student omit	Student 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	Student omit	Student omit
Physician On-Call rooms	Student omit	Student omit
Code Cart / Defibrillator **–Red Emergency Power Outlet (ACPs omit)	Student omit	Student omit
Equipment Storage Rooms (ICU only)		
Thinned Charts	Student omit	Student omit
Scales-bed and standing		
Dialysis Hook Up (ICU & CCU only)	Student omit	Student omit
G. Patient Room		
Locate:		
Code Blue Buttons		
Computer on Wheels		
Accu-chek / Chargers / Downloading Station (ICUs only)		
Whiteboard	Student omit	Student omit
Utility Cart (ICU only) supply par levels	Student omit	Student 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	Student omit	Student omit
I. Equipment		
Locate:		
O2 Cylinders		
Telemetry Boxes	Student omit	Student omit
12 Lead EKG Machine Storage, Downloading Port & Cables	Student omit	Student omit
Cisco Handheld Phone Chargers	Student omit	Student omit
Dopplers		
Vital Signs Monitors **(CCPs only) (ACPs omit)		
G. Delivery Systems		
Knowledge of:		
Patient Rooms Critical Equipment Program	Student omit	Student omit
Nursing Processes	Student omit	Student omit
Pneumatic Tube System **	Student omit	Student omit
Central Service Supply	Student omit	Student omit
Nutrition Services – Patient Food Service Supervisor Number	Student omit	Student omit
Linen	Student omit	Student omit
Pharmacy	Student omit	Student omit

** Competency Required

STUDENT SIGNATURE

DATE

CLINICAL INSTRUCTOR SIGNATURE

DATE