EDUCATIONAL FORMAT AND TIMELINE FOR ORIENTATION
Emergency Department MRH

Requirements for ALL new RN hires in ED:

- 1 week in nursing orientation 40 hours
- Day one orientation to unit 12 hours
- 2 day computer training 6 hours
- Phlebotomy check off in lab 3 hours
- 12 lead EKG check off 12 hours
- Rescue shift 12 hours
- Tele floor 8 hours
- OB 4 hours
- Recovery 4 hours
- Psych 4 hours
- Cath Lab 4 hours
- Triage 4 hours
- Faster Care 4 hours  = 3 wks +

Experience ED Nurse

- 2-3 shifts with Clinician/Nurse IV (Linda T.) to review disease pathways and paperwork in AM and Pt care pm. 1 week+
- Or 1 paperwork day 2 clinical days station 5
- Triage course 6-8 within 4 months
- With Preceptor 2 -4 weeks 6-8Wks T 1.5-2months
- Timeline to be adjust for SR travelers ect

Experienced ICU Nurse

- ED Course 2 weeks +
- 2-3 shifts with Clinician/Nurse IV (Linda T.) to review disease pathways and paperwork in AM and Pt care pm. 1 week +
- Triage course 6-8 hours within 4 months 1 day
- With a preceptor 4-6wks 8-10wks T 2-2.5 months
Experience Tele Nurse

- Basic arrhythmia course if unable to pass rhythms strip review
- Critical Care Course 5wks+
- ED Course 2wks+
- Vent management course 1day+
- Triage course 6-8 hours 1day+
- With a preceptor 10-12wks 20-22wks

5-5.5 months

Experienced Med Surg Nurse

- Basic arrhythmia course 1 wk+
- Critical Care Course 5 wks+
- ED Course 2 wks+
- Vent management Course 1 day
- Triage course 6-8 hours 1 day
- With a preceptor - Variable on experience 12-14wks 23 -25wks T 6 months

New RN’s 605’s

- Basic arrhythmia course 1 wk +
- Critical Care Course 5wks+
- ED Course 2wks+
- Phlebotomy Course 1wk+
- Vent management course 1day+
- Triage course 6-8 hours 1day+
- With a preceptor 16-18wks 28-30wks T 7-7.5months
NOTES on rotations all Nurses

1. All New Grads, Med Surg, and Tele nurses have 6-7 clinical days (usually Wed.) when attending ED and Critical Care Course. This is the proposed break up on these days with attempts to send them on rotation after topics are covered in courses (Eval forms will be designed for effectivenss and research)
   - OB rotation
   - Psych
   - Recovery
   - Cath lab
   - Faster Care
   - Triage

To equal 3 days

Three days to be set up in 8 hour shifts 7-3 and to be overseen by Clinician, Nurse IV Linda T, or designee
   - 7-10am review disease processes, documentation, scenarios, pathways and paperwork (To be outlined)
   - 10am-3:30pm orientees to floor and seek out patients reviewed in morning session (pref Station 5) under supervision of above named. Not to be counted in the numbers.

*****This group will work on days until all courses competed and at digression of Clinician and Management Team will then move to assigned shift 2-4 weeks before coming off orientation

To equal 6 days

2. All Seasoned ED and ICU nurses will spend 2 days with Clinician, Linda T, and/or designee on the floor in station 5 with other assigned nurse for patient care and review paperwork, pathways, and documentation and patient care
   - Rotations are to be completed in first 2 weeks excluding Tele for night nurses. That can be done on first week on nights. (Eval forms will be designed for effectiveness and research.)
**Scheduling** - Mentors will be chosen in collaboration by Management team, Mentors willingness, competition of mentor class and Clinician digression.

- Initial scheduling will be coordinated by Clinician based on classes or rotations.
- Once orientee is put with Mentor, the orientees last name/ preceptors last name will be placed on the bottom of the shift they will orient on Ex. Smith/Jones
  - The orientees schedule can then be filled out by mentor and orientee by using “O” for orientation “C” for class and “R” for rotation.
  - The requested station to be assigned can be placed next to “O”
  - “O” should also be placed next to mentors name

**Progress Notes** — I will be designing progress notes to improve communication with orientees, mentors, Clinician and Management team

- Every 6 Shifts (2Weeks) orientee will turn in progress note and meeting will be schedules to review
- CNM’s should be included in progress meeting byweekly, at least monthly, or more frequently if needed
- Action plans will be designed as needed
- Mentors will be changed on an as needed bases dependant on situation

*******Orientation books must be turned in and orientation exit interview completed before orientee is placed on the schedule

*******Orientee and Mentor should only be counted in the numbers as one person.

Any suggestions? Changes? There is always room for improvement!