Unit Orientation for New Faculty

Please use the information in #s 1-12 as a guideline for review with the unit manager, supervisor, or student liaison. In addition, you must complete #13 prior to your clinical start date.

1. Documentation of the Nursing Process from Admission to Discharge
2. Use of MiChart
3. Administration and Documentation of Medications (IV fluids and infusions - including use of the Omnicell with Bio-ID registration and bar code medication administration)
4. Infection Control and Waste Management Practices
5. Equipment Usage and Safe Patient Handling
6. Emergency Procedures
   a. Review of Rapid Response Team (RRT), Code Team, Michigan Outpatient Visitor Employee First Aid
   b. Fire board
   c. Location of emergency equipment
7. Role of Team Members
   a. APRNs, RNs, LPNs, APs, other interdisciplinary team members
   b. Chain of command process for patient safety concerns.
8. Communication Standards and Practices
   a. Nursing staff and other health care team members
   b. Patients/families
9. Location of Resources
   a. Clinical skills - Elsevier
   b. Patient education
   c. Drug information
10. Unit Standards
    a. Unit specific protocols related to specific population
    b. Rounding procedures and general work flow
    c. Where and how computers are used by staff
    d. Point of care lab standards and lab label printing
11. Staffing
    a. Report times, shift routines
    b. How assignments are determined
    c. Status of overtime
    d. Current RN staff: # of months/years experience as an RN to nursing and to this unit
    e. Number of terminations/transfers and staffing implications
    f. Number of new hires
    g. Number of orientees currently on the unit
    h. Any other students/interns/externs on unit
12. Scholarship/Publication/Quality Improvement Initiatives on Unit.
13. Faculty Experience
    a. “walk in my shoes” experience on the unit(s) with the staff nurses doing their patient care assignment.
    b. Expect this can be up to 4 days depending on the unit’s comfort level.