

Unit Orientation for New Faculty

Please use this as a guideline for review with the unit Clinical Nursing Director, Nursing Supervisor, or Student Liaison.

- 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 Pyxis 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
 - d. Policies and procedures – including risk management and patient safety information
 - e. Infection Control

10. Unit Standards

- a. Unit-specific protocols related to specific population
- b. Rounding procedures and general workflow
- 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 the unit

12. Scholarship/Publication/Quality Improvement Initiatives on the Unit.