

# 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
  - 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 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.