

HACKETTSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

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Addendum # 18  
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**TITLE: ORIENTATION OF NEW STAFF MEMBERS**

**I. Purpose:** Outline the orientation process of new staff members to critical care. New staff members can be Registered Nurses, Nursing Assistants, Unit Secretaries and/or Monitor Techs. New staff members can be full time, part time or per diem.

**II. Content:**

- Orientation of staff is both individualized and competence-based. In competence based education, the learner not only acquires knowledge but applies it to their practice. There is much flexibility in the competence-based approach to orientation for both the learner and the preceptor. Learning experience is individualized and varied. The learner can achieve the required competence through previous experience and education, observation and supervised performance.
- The stress associated with the transition into Hackettstown Regional Medical Center's critical care environment will be reduced through an individual yet comprehensive orientation plan.

**III. Guidelines for process**

1. All new employees are expected to attend hospital orientation that is scheduled through Human Resources.
2. Nursing Orientation for RN's will be scheduled through the Education Department.
3. Individualized "Buddy" time with staff preceptors to observe unit routine, patient care, equipment use, forms and documentation will be scheduled.
4. The orientee will continue to work with a preceptor until all components on his/her checklist have been signed off as, "competent to perform independently". If various experiences are not obtainable due to low volume at time of orientation, verbalization of components of checklist will be acceptable based on current policy and previous experience.
5. Average time frame for orientation is approximately 2-6 weeks. More or less time will be determined individually and will vary by level of expertise, previous experience in current role, transition from one role to another, transitions from one department to another.
6. All staff will orient on the day shift. This will give all new staff members the opportunity to be exposed to multiple experiences that perhaps do not occur as frequently on the off shift. Those staff members that are hired for an off shift will be oriented to that shift during the last week of their orientation process. During that time they will be oriented to the "shift" specific processes and routines.
7. Conference between Orientee, preceptor and Critical Care Educator and/or Nurse Manager/Assistant Nurse Manager will occur periodically during the orientation phase. This will help determine readiness of new staff member to assume unsupervised assignments.
8. During these conferences, checklist will be reviewed for completeness and assistance will be provided to the preceptor and orientee to make goals for completion of orientation
9. Validation of current credentials, (Critical Care Course or equivalent, BLS, ACLS, Basic arrhythmia or challenge, IV Certification, Moderate Sedation) will occur. If any expiration exists or certifications have not been obtained, then scheduling of the course for certification will occur.
10. The preceptor will work with manager and/or designee to arrange additional inservices as needed, (i.e., ventilator management inservice with respiratory).
11. Refer to department of Nursing Standards Manual.
12. See attached orientation guidelines for example of weekly outline. Addendum 18a
13. See attached skills checklist. Addendum 18b, 18c, 18d, and 18e.