

Orientation Assistant Nurse Manager for Critical Care (PCU/ICU)

Name: _____

Manager or Manager's designee of can validate objectives.

Successful Completion of:		
	Date	Validated By: Initials
Charge Nurse checklist completion		
Leadership Classes: Based upon class availability at HRMC (up to one year to complete all required)		
Performance Rising		
PDP Base Camp- Accountability that works		
Behavioral Interviewing		
Financial Health		
Meeting Facilitation		
Q12 Gallup Employee Engagement Survey		
Diversity for Employees		
Res-Q for Scheduling		
Payroll		
Oversees daily operations of Critical Care Units: (validated by direct observation)		
Plans, coordinates and evaluates daily unit activities. Assessing appropriate staffing levels shift to shift with charge nurse.		
Oversees the overall scheduling process for critical care.		
Directs clinical nursing activities to ensure the effective functioning of staff		
Delegates tasks/assignments to other staff members, including MT, US and CNA's appropriately.		
Assist staff to provide favorable patient outcomes by monitoring compliance to standards and policy.		
Assist in maintaining compliance with a safe environment according to regulatory agencies.		
Participates in unit tracers.		
Monitors Critical Care units for Joint Commission readiness		
Orders and evaluates appropriate supply levels		
Assist staff in resolving conflicts and problems real time		
Liaison /Negotiator between staff, physician, patient and families		
Intervenes and assists in high risk patient situations		
Coordinators resources for staff and patients		
Facilitates unit based projects, competencies		
Develops unit based competencies and performance improvement activities with unit educator, education department and/or manager.		
Coaches staff toward teamwork		

	Date	Validated By: Initials
Familiar with Documentation Tools/Forms and completes per policy:		
<ul style="list-style-type: none"> Hercules,online incident reporting. 		
<ul style="list-style-type: none"> PDP's <ul style="list-style-type: none"> Collaborates with Manager to prepare PDP's Completes PDP's 		
<ul style="list-style-type: none"> Completes problem sheets 		
<ul style="list-style-type: none"> Assists Manager to complete Employee Performance Improvement Plans. 		
<ul style="list-style-type: none"> Interdisciplinary Plan of Care, audits 		
<ul style="list-style-type: none"> Telemetry Discontinuation form (PCU only) 		
<ul style="list-style-type: none"> Discharge Instructions, monitors for completeness 		
<ul style="list-style-type: none"> Inter-facility transfers (arrangements and documentation tools used) 		
Familiar with Unit process , (validated by: verbally understanding and demonstrating follow through) of the following:		
<ul style="list-style-type: none"> Compliance with transfusion slip documentation 		
<ul style="list-style-type: none"> Orientation process for all employees in Critical care area (assignments, coaching, paperwork, preceptor responsibilities) 		
<ul style="list-style-type: none"> Charges for equipment as needed 		
<ul style="list-style-type: none"> Dialysis arrangements 		
<ul style="list-style-type: none"> Rounding with Physician- triaging and/or patient care issues 		
<ul style="list-style-type: none"> Patient Care Rounds 		
<ul style="list-style-type: none"> Daily Patient Satisfaction Rounds 		
<ul style="list-style-type: none"> Task assignments: completed as per hospital policies, monitors compliance (pyxis count, code cart checks, refrigerator temps, QC glucometers, staffing -unit book, staffing book in Nursing office, EOC rounds) 		
<ul style="list-style-type: none"> Appropriate staff/patient assignment: Considers isolation patients, competency level of staff and acuity of patients, allots time for breaks/meal time for all staff on duty during shift. 		
<ul style="list-style-type: none"> States examples of reportable concerns to be communicated to: <ul style="list-style-type: none"> Primary care physicians Consult physicians Interdisciplinary Team members Manager Shift Supervisor 		
<ul style="list-style-type: none"> Conducts PDP dialogue with staff 		
<ul style="list-style-type: none"> Monitors staff with EPIP 		
<ul style="list-style-type: none"> Rapid Response Team- (policy, demonstrates appropriate response, collaborates with physician responding, respiratory and primary care nurse of the patient.) Demonstrates Caring for patient during rapid response call (assessment, interventions, carrying out physician orders, Patient education if needed and documents appropriately and accurately on RRT record) 		

			Date	Validated By: Initials	
Behavioral and Personal skills: Has demonstrated on several occasions the following:					
<ul style="list-style-type: none"> • Clinical resource for staff • Assist staff with problem solving • Collaborates with other departments • Promotes teamwork • Communicates changes in practice, policy and/or routine • Facilitates change of shift report • Checks staffing for safe and efficient working environment. 					
Unit/Hospital based PI data collection: knowledge of awareness, completed data collection tool, and/or monitors compliance. <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ 					
Overall Comments: _____ _____ _____ _____ _____ _____					
Initials	Signature	Title/ Role i.e.(RN/UC)	Initials	Signature	Title/Role i.e.(RN/UC)