

**HACKETTSTOWN REGIONAL MEDICAL CENTER
NURSING POLICY MANUAL
NURSING ORIENTATION POLICY**

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Effective Date: 2/2016
Cross Referenced:
Reviewed Date:
Revised Date:

Policy No: 8620.Orientation
Origin: Nursing
Authority: Chief Nursing Officer
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SCOPE

All HRMC staff in the Nursing Department.

PURPOSE

To describe the orientation process of newly hired staff members as well as staff members who change roles, responsibilities or practice settings in the Nursing Department.

DEFINITIONS

Orientation is the process by which the newly hired staff members become knowledgeable with respect to policies, procedures, role expectations and demonstrate competence in the routine skills required on the patient care unit of hire as well as unit/department enculturation. Orientation consists of general hospital orientation, nursing orientation and unit specific orientation.

POLICY

The Nursing Department insures that newly hired nursing staff including but not limited to Registered Nurses (RNs), Certified Nursing Assistants (CNAs), OB/ED Techs, Patient Safety Attendants (PSAs), Secretaries, Monitor Technicians and Transporters receive appropriate orientation to the Hospital setting, the Nursing Department and the assigned patient care unit.

PROCEDURE

1. The Education Department designs staff members' orientation according to the newly hired staff member's job classification, amount of experience, and level of competence.
2. Orientation is scheduled on a monthly basis.
3. Core competencies are assessed and validated during orientation.
4. Personnel transferring from one clinical area to another are required to complete a unit-specific orientation and complete an orientation checklist.
5. Personnel who have terminated their employment and who are rehired to the same area of practice within one year do not attend orientation; they review policies, procedures that may have changed during their separation period. Clinical Informatics reviews EHR changes that were initiated during their absence.
6. If the Orientation is not completed successfully, the Orientation may be extended. The Orientee may be transferred to a more clinically appropriate area, or the Orientee may be separated from employment.
6. Preceptors are paid \$2.00/hour for each hour precepting. This applies to RN staff preceptors only, and is charged to the Nursing Recruitment Budget (8625).
7. Monthly Orientation may be canceled in collaboration with Human Resources.
8. The Orientation Program is reviewed and updated on an ongoing basis in order to reflect new needs and requirements.

Approved February 2016 Nursing Leadership Meeting

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I. General/Nursing Department Orientation

- A. All staff members in the Nursing Department attend a two day Hospital orientation coordinated by the Human Resources Department.
- B. Day 1 is an introduction to specific HRMC departments/leaders, policies and procedures.
- C. Day 2 the new hire completes the mandatory online learning modules via the AHC Learning Suite. If the job role requires accessing the EHR, there are additional modules assigned.
- D. Nursing Department orientation specifics (position dependent):
- RN staff consists of a two (2) day class that introduces policies and procedures. EHR training/workflow and assessment of initial EHR competency is provided by the Clinical Informatics Department.
 - RN Agency/Contingent Workers receive an orientation class including, but not limited to, EHR training with policy/procedure/process review. The RN is given an orientation packet that is reviewed with the RN by the Preceptor and/or Manager. Completed competency checklists and overall performance evaluations are kept in a file in the Nursing Office.
 - CNA/Tech orientation consists of an introduction to policies and procedures and assessment of initial competency. EHR policies, procedures/workflow and assessment of initial competency are also included and are provided by the Clinical Informatics Department.
 - Secretaries/Monitor Techs receive an introduction to the EHR policies, procedures/workflow and assessment of initial competency by the Clinical Informatics Department.
 - PSAs/Transporters receive an introduction to policies and procedures, job responsibilities and assessment of initial competence.
- E. To successfully complete orientation, the Orientee must successfully complete all of the Orientation requirements within the defined time period (see APPENDIX A: RN Orientation Shifts/Hours).The Orientee may complete the Orientation period in a shorter time period if the Nurse Manager and Educator agree that the Orientee can assume responsibilities in a safe manner.
- F. Process of Extending Orientation:
- The Nurse Manager, in collaboration with the Educator, may extend Orientation when an Orientee demonstrates the potential for success if given the additional orientation time.
 - Orientations lasting more than 90 days (excluding specialty areas such as Surgical Services or newly licensed RNs) require the Nurse Manager to notify the CNO for approval.

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- G. An ongoing list of Orientees is maintained by the Education Department during the Orientation period. All Orientee documentation is to be submitted by the Preceptor/Nurse Manager to the Education Manager. To maintain compliance, any staff member who does not have a completed Orientation Checklist *may not be placed* on the staff schedule.
- H. The Education Manager will forward all Orientation documentation to Human Resources for the Orientees's file.

II. Registered Nurse Unit-Specific Orientation

1. The orientation is planned by the Nurse Manager in collaboration with the Education Specialist/Education Department Manager and Orientee.
2. The Orientee is assigned to a staff member who functions in the role of Preceptor. Ideally the staff member is a designated preceptor with additional training in this role.
 - A. The Orientee's responsibilities include:
 - Ongoing self-evaluation of performance.
 - Seeking out new learning experiences as much as possible.
 - Maintaining ongoing communication with Preceptor/Educator/Nurse Manager regarding patient learning experiences.
 - Utilizing available resources to increase their knowledge base.
 - Works with Preceptor to complete the Orientation Checklist in a timely manner.
 - B. The Preceptor's responsibilities include:
 - Review, document and complete the Orientation Checklist and other forms.
 - Enculturate the orientee to the unit's organization, function, and introductions of co-workers and members of the interdisciplinary team.
 - Set goals and objectives for identified learning needs in collaboration with the Educator and Nurse Manager.
 - Plan appropriate learning activities.
 - Act as a role model and clinical resource for the Orientee.
 - Identify problems and refer to the Nurse Manager and Education Department.
 - Evaluate the Orientee's performance and provide feedback both verbal and written to the Orientee.
 - Meet with the Nurse Manager and Educator to review the Orientee's progress, set goals, and document the Orientee's performance.
 - B. The Preceptor's responsibilities include:
 - Review, document and complete the Orientation Checklist and other forms.
 - Enculturate the orientee to the unit's organization, function, and introductions of co-workers and members of the interdisciplinary team.
 - Set goals and objectives for identified learning needs in collaboration with the Educator and Nurse Manager.

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- Plan appropriate learning activities.
 - Act as a role model and clinical resource for the Orientee.
 - Identify problems and refer to the Nurse Manager and Education Department.
 - Evaluate the Orientee's performance and provide feedback both verbal and written to the Orientee.
 - Meet with the Nurse Manager and Educator to review the Orientee's progress, set goals, and document the Orientee's performance.
- C. The Nurse Manager's responsibilities include:
- Collaborate with the Educator to assign a Preceptor/clinical resource.
 - Provide the Orientee with their initial schedule prior to unit orientation.
 - Serve as a consultant to the Preceptor and Orientee in solving problems and providing learning opportunities.
 - Support the Preceptor's attendance at educational activities by "covering" the assignment when possible.
 - Meet with the Preceptor, Educator, and Orientee a minimum of two times during the orientation period to review progress and performance.
 - In conjunction with the Educator, determine the time when the Orientee is able to assume a full assignment (off Orientation) once the Orientation Checklist is completed.
- D. The Educator's responsibilities include:
- Collaborate with the Nurse Manager to assign the Orientee to a preceptor.
 - Coordinate general Nursing Orientation for new employees.
 - Assist the Preceptor and Orientee in setting goals for Orientation upon identified learning needs.
 - Assists Preceptor in identifying problems and coordinating additional instruction if needed.
 - Meets with the Preceptor, Nurse Manager and Orientee a minimum of two times during the Orientation period.
 - Serves as a performance consultant to the Preceptor in solving problems and providing learning opportunities.
 - Provides documentation if necessary to support progress/lack of progress during the orientation period.

ATTACHMENTS:
APPENDIX A: RN ORIENTATION SHIFTS/HOURS

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APPENDIX A

RN Orientation SHIFTS/HOURS¹

	MS	PCU	ICU	OB	ED	Infus Ctr
Hospital Orientation	16 hrs	16 hrs	16 hrs	16 hrs	16 hrs	16 hrs
Nursing Orientation	16hrs	16hrs	16hrs	16hrs	16hrs	16hrs
Certifications Required	IV; Basic Arrhythmia.; ENPC**	IV; Basic Arr.; Crit Care Course; ACLS	IV; Basic Arr.; Crit Care Course; ACLS	IV; Basic Arr.; NRP; Fetal Monit;	IV; Basic Arr.; TNCC, PALS ACLS; ENPC	IV; Chemo
New RN < 1year Exp. Or new graduate	NR* 50 8 hr shifts 10 wks 400 hrs	NR* 60 8 hr shifts 12 wks 480 hrs	NR*	NR*	NR* 72 12 hr shifts 24 wks 864 hrs	NR*
New to Acute Care from LTC or Other Setting	20 8 hr shifts 4 wks 160 hrs	NR*	NR*	NR*	NR*	NR*
RN w/exp. New to Area	Not a likely scenario	18 12 hr shifts 6 wks 216 hrs	18 12 hr shifts 6 wks 216 hrs	NR* 18 12 hr shifts 6 wks 216 hrs	18 12 hr shifts 6 wks 216 hrs	10 eight hour shifts 2 weeks 80 hrs
RN w/exp. In area of hire	6 12 hr shifts 2 wks 72 hrs	6 12 hr shifts 2 Wks 72 hrs	6 12 hr shifts 2 wks 72 hrs	6 12 hr shifts 2 wks 72 hrs	6 12 hr shifts 2 wks 72 hrs	10 eight hour shifts 2 wks 80 hrs

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RN Orientation SHIFTS/HOURS¹

	OR	PACU	SDS	MP	VASC
Hospital Orientation	16 hrs	16 hrs	16 hrs	16 hrs	16 hrs
Nursing Orientation	8hrs	16hrs	16hrs	16hrs	16hrs
Certifications Required	BLS	IV; Basic Arrhythmia.; Crit Care Course; ACLS; PALS	IV; Basic Arr; ACLS; PALS	IV; Basic Arr; ACLS;	IV; Basic Arr; ACLS;
New RN < 1year Exp. Or new graduate	NR*	NR*	NR*	NR*	NR*
New to Acute Care from LTC or Other Setting	NR*	NR*	NR*	NR*	NR*
RN w/exp. New to Area	NR* 260 eight hours shifts 52 weeks	20 eight hours shifts 4 weeks 160 hrs	40 eight hour shifts 10 weeks 240 hrs	NR* 130 eight hour shifts 26 weeks 1040 hrs	NR* 130 eight hours shifts 26 weeks 1040 hrs
RN w/exp. In area of hire	20 eight hour shifts 4 weeks 160 hrs	10 eight hour shifts 2 wks 80 hrs	15 eight hour shifts 3 wks 120 hrs	15 eight hour shifts 3 wks 120 hrs	15 eight hour shifts 3 wks 120 hrs

1-Suggested orientation time frames—can flex up or down according to the individual orientee’s progress

NR*-not recommended—dependent upon the related experience of the candidate

**for MS Pediatric nurses only