

Orientation to Charge Role

Name: _____ Employee ID: _____ Unit: _____

Only the Nurse Manager, Assistant Nurse Manager or their designee may validate objectives. Selected items maybe signed off by an existing charge nurse at the discretion of the Nurse Manager/Assistant Nurse Manager. If items are not applicable to the clinical area where the staff will be working, write in "NA"

Successful Completion of:	Date	Validated By: Initials
Unit Based Orientation Skills checklist completed		
Tele Room Competency (if not completed during orientation) PCU only		
Policy and Process Review:		
• Admission/Discharge Criteria for _____		
• Direct Admission Policy		
• Triage		
• AMA Discharge Policy		
• Staffing Policies (Census reduction, Floating)		
• Pharmacy		
• Rapid Response		
• Restraints		
• Fall Prevention Protocol		
• Critical Values/test		
• Telephone/verbal orders		
• Hand off communication from department to department and shift to shift.		
Verbalizes understanding of Documentation Tools, Forms and/or process for:		
• Charge Report		
• Daily Patient /Staffing Ratio		
• Restraint Order sheet and Nursing Flowsheet		
• Rapid Response for your areas, documentation		
• Code Blue/Code White/Code Pink Process and documentation		
• Signing off providers orders, standardized forms		
• Interdisciplinary Plan of Care		
• Telemetry Discontinuation form		
• Discharge Instructions		
• Inter-facility transfers (arrangements and documentation tools used)		
• Hercules, completing and adding follow up information		
Verbalizes understanding of Process and demonstrates the following:		
• Compliance with transfusion documentation		
• Orientation process for all employees (assignments, coaching, paperwork, preceptor responsibilities)		
• Charges for equipment as needed (i.e. specialty beds, wound vacs, CPM machines)		
• Dialysis arrangements		
• MRSA screening on admission		
• Rounding Physician-hospital policy, triaging		
• Patient Care Rounds		
• Collaborates with Unit Management regarding Daily Patient Satisfaction Rounds		
• Additional Task assignments, completed as per hospital policies (i.e pyxis count, code cart checks, refrigerator temps, QC glucometers, staffing -unit /Nursing office book)		

	Date	Validated By: Initials
<ul style="list-style-type: none"> Environment of Care rounds <ul style="list-style-type: none"> Expired items O2 tanks secured Procedure for broken equipment Shelf storage Secure medications 		
<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"> Reportable concerns to be communicated to: <ul style="list-style-type: none"> Primary care physicians Consult physicians Interdisciplinary Team members Nurse Manager Assist Nurse Manager Shift Supervisor 		
<p>Emergency Responses</p> <ul style="list-style-type: none"> Ensures appropriate emergency call was placed and appropriate team responded. Ensures patient safety of other patients on the unit during emergency call. Is available to collaborate with team responding and contacts other providers if needed. Critical Care and OB Only- 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) 		
Behavioral and Personal skills: Consistently Demonstrates		
<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 to staff Facilitates change of shift report Checks staffing for safe and efficient working environment. 		
Assists as needed with hospital/department PI data collection:		
<ul style="list-style-type: none"> _____ _____ _____ _____ _____ _____ 		

Initials	Signature	Title/ Role i.e.(RN/NM)	Initials	Signature	Title/Role i.e.(RN/NM)