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| <b>Name of Policy:</b> <u>Orientation (General Nursing and Special Care Units)</u><br><b>Policy Number:</b> 3364-130-02<br><b>Department:</b> Nursing Service/Staff Development<br><b>Approving Officer:</b> Chief Nursing Officer<br><b>Responsible Agent:</b> Chief Nursing Officer<br><b>Scope:</b> The University of Toledo Medical Center (UTMC) | <br><br><b>Effective Date:</b> 10.1.2022<br><b>Initial Effective Date:</b> April, 1979 |  |   |  |   |
| <table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>                          |   | <input type="checkbox"/> New policy proposal | <input checked="" type="checkbox"/> Minor/technical revision of existing policy | <input type="checkbox"/> Major revision of existing policy | <input type="checkbox"/> Reaffirmation of existing policy |
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### (A) Policy Statement

All Nursing Service employees, who are new to the organization or the department, will receive an orientation of sufficient scope and duration to assure everyone possesses essential job competencies and knowledge.

### (B) Purpose of Policy

To provide a means of introducing new employees to the organization mission, governance, policies, and procedures; to provide a means to ensure all new employees are informed of job description, performance expectations, and become competent in their job responsibilities; and to provide a mechanism to ensure employees are aware of the organizations plant, technology, and safety management programs and their individual responsibilities.

### (C) Procedure

1. The orientation programs for all Nursing Service employees will be planned by Staff Development. Employees new to the institution, new to the department, or assuming a new position will spend an individualized period of time designated as orientation.
2. The experiences and activities of orientation will be individualized and planned to meet the needs of the employee to ensure competency in their role. The length of orientation and content provided for the employee will be dependent upon the past employment experiences, current knowledge and skills, and the requirements of the position the employee will assume.
  - A. An age-specific competency review will be completed to demonstrate the employee's ability to provide patient care services as identified in their job description, and performance evaluation. This is to ensure care will be based on physical, psychosocial, educational, safety, and related criteria to the age of patients served. The skills and knowledge needed to provide such care might be gained through education, training, and experience.
  - B. An abuse competency review will be completed to demonstrate the employee's ability to provide patient care services as identified in hospital policies: 3364-100-45-14; 3364-100-45-16; 3364-100-45-21.

- C. A unit-specific orientation program will be identified for each nursing unit.
  - D. A designated nursing unit preceptor, under the direction of the nursing manager, will be responsible for coordinating the employee's unit orientation program, evaluating the employee's progress and assuring adherence to documentation requirements for orientation activities. This institution recognizes a preceptor as that which is defined by the Ohio Board of Nursing.
  - E. Position specific competency will be assessed at designated intervals, under the direction of the unit director/manager according to unit requirements.
3. Orientation for nursing staff will not conclude until the preceptor and the nursing manager evaluate the orientee's competency. The documentation of competency must be turned in to Staff Development within four months and failure to meet orientation requirements may result in corrective action up to and including discharge.
  4. Personnel hired to work on a "float" basis will be oriented on a variety of nursing units as defined by their job description.
  5. New nursing service employees scheduled for orientation classes or skill-training classes are expected to attend. The nursing manager is responsible for seeing that the employee on orientation is scheduled to attend these classes.
  6. Safety and Infection Control training will be provided to all new employees in accordance with OSHA and Joint Commission standards.
  7. All new nursing staff will have documented the scope, content, and extent of their participation in the orientation program. New nursing service employees will evaluate the orientation program and their preceptors upon the completion of the orientation process and these and any other documents relevant to new employee orientation will be maintained in their Nursing Service Administration personnel file.

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| <b>Approved by:</b>                        |  | <b>Review/Revision Date:</b>     |       |           |
|  |  | 1980                             | 1989  | 8/07      |
|  |  | 1982                             | 2/95  | 12/1/2010 |
|  |  | 1983                             | 9/96  | 1/2016    |
|  |  | 1984                             | 8/99  | 10.1.15   |
|  |  | 1985                             | 7/01  | 10/1/2018 |
|  |  | 1986                             | 12/03 | 6/2022    |
|  |  | 1988                             | 4/04  | 10/2022   |
|  |  | <b>Next Review Date:</b> 10/2025 |       |           |
| <b>Policies Superseded by This Policy:</b> |  |                                  |       |           |