Nursing Service Guidelines
Operating Room (OR)

Title: **ORIENTATION GUIDELINES**

Responsibility: All new OR employees and employees changing functional position. -

Purpose of Guidelines: All OR employees will receive an orientation prior to assuming a new functional role. The purpose of orientation is to provide each employee with a detailed orientation to the OR; to promote consistent and quality patient care; and to acquaint the employee with the equipment, supplies and environment in which they practice.

Procedure:

1. Personnel employed in the OR must complete the unit orientation.

2. All employees will be oriented to the department using the employee's job description, skill checklist, and competency statement for the OR. Orientation checklists and other evaluative tools will be kept in the employee's education file.

3. Each new hospital employee will attend the hospital-wide safety program at the beginning of his or her employment.

4. The Perioperative Educator will orient the employee to unit specific safety information.

5. The Perioperative Educator, Operations Supervisor and Lead Nurses will determine the duration of orientation for each employee.

Reviewed by: Heidi Pitzen MSN, BBA, RN, CNOR, Operating Room.
Approved: 2/16
Revised: 2/19
Reviewed by Policy& Standard Committee, 2/2016, 2/2019, 12/2022