

Procedure: Nursing service orientation



Policy Number Superseded: 3364-130-04

Responsible Department: Staff Development

Effective date: 5/1/2024

Scope: All University of Toledo Medical Center Nursing Service personnel.

This procedure is authorized by the university's policy on effective orientation practices.

(A) 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.

The day-to-day implementation of this procedure will be the responsibility of Staff Development and nursing unit leadership.

(B) 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 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) Orientation activities will consist of both formal classroom instruction, planned clinical unit activities and electronic education and training.
 - (b) 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.
 - (c) An abuse competency review will be completed to demonstrate ability to provide patient care services as identified in hospital policies: 3364-100-45-14; 3364-100-45-16; 3364-100-45-21.
 - (d) A basic EKG class and competency will be completed for Registered Nurse employees. Advanced EKG class will be completed for Registered Nurse employees hired to units that deem this a requirement.
 - (e) A unit specific orientation program will be identified for each nursing unit.
 - (f) A designated nursing unit preceptor, under the direction of unit leadership, 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.
 - (g) Position specific competency will be assessed at designated intervals at the unit level, under the direction of the unit leadership.
- (3) Orientation for nursing staff will not conclude until the preceptor and the nursing manager evaluate the orientee's competency. The Nursing Orientation process will be completed prior to the employee assuming full patient care responsibilities. The documentation of competency must be turned in to unit leadership within four months and failure to meet orientation requirements may result in corrective action up to and including discharge.
- (4) The nursing manager or nursing educator will complete a time schedule for new employees and document that the employees are in orientation.
- (5) Personnel hired to work on a "float" basis will be oriented on a variety of nursing units as defined by their job description.

(6) 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.

(7) Safety and Infection Control training will be provided to all new employees in accordance with OSHA and Joint Commission standards.

(8) Agency nursing personal will receive an appropriate orientation class including but not limited to competency testing in age specific care, abuse issues, and restraints. Documentation of competency testing, and completion of orientation will be maintained in the agency employee file.

Written by:

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