NURSING SERVICE ORIENTATION

WELCOME PACKET

September 2015
ORIENTATION PROCESS

The orientation process is recognized as an essential and necessary activity for all new Nursing Service employees. The overall goal of the orientation process is to prepare our new employees to be knowledgeable and competent practitioners. By completing this, the ultimate goal of providing quality health care to our patients will be met.

Orientation is seen as a means by which new nursing staff is introduced to the institutional philosophies, policies, procedures and operational routines. It is also seen as a transition period during which new employees learn about their role, responsibilities and functions. To accomplish these goals, a well-organized orientation program must be developed for each new employee. This program should meet the learning needs of the individual as well as the functional needs of the organization. The following orientation program has been developed to serve the aforementioned objectives and purposes.

ORIENTATION PURPOSE AND OBJECTIVES

Purpose:
To provide newly hired staff with introductory education and training that will assist in ensuring competent performance in their profession/work assignment at the University of Toledo Medical Center (UTMC).

Objectives:
- To socialize you into your new working environment.
- To introduce you to standards related to your job description.
- To prepare you to demonstrate competence in performing selected skills.
- To discuss factors affecting nursing’s culture and describe characteristics of the culture at UTMC.
- To identify necessary interdisciplinary roles responsible for the delivery of patient and family centered health care.
- To explain role responsibilities related to safety, infection control, patient care activities, medication administration and selected equipment. Note – not all of these apply to each discipline.
- To discuss established systems and techniques for effective communication.
- Begin to understand how your role contributes to excellence in the delivery of holistic patient and family centered care.
- To gain a sense of pride in being a member of the UTMC nursing team.

Expectations:
- Be respectful.
- Take initiative, be an active participant in activities.
- Identify your learning needs and attempt to meet them.
- Ask questions, use your imagination and keep an open mind.
- Have fun!!

COLLABORATING WITH YOUR PRECEPTOR

You will be assigned to a preceptor that will assist you in learning about your new job and responsibilities. The information they share with you is a valuable part of your training, and in many cases, will be unique to your nursing unit. The success of your training depends largely on the relationship that the two of you establish. The following guidelines should help you to establish a good working relationship with your preceptor.
- Establish a rapport
- Consider yourself an extension of the person
- Ask questions!!! Clarify any questions or problems you are unsure about; share thoughts, provide suggestions
- Work as a team
- Inform your preceptor of your needs. Be open and honest, it will foster the learning process
- Ask your preceptor to slow down if the pace is too fast
- Ask your preceptor for feedback on your strengths and weaknesses
- Be open to constructive criticism
• Take your breaks and lunch with your preceptor
• Review the ‘orientation competency checklist’ together on a frequent basis, have your preceptor sign it off
• Laugh at your mistakes!!

** A HUMAN RESOURCES REPRESENTATIVE WILL BE CALLING YOU TO CONFIRM YOUR DRUG SCREENING AND BACKGROUND CHECK RESULTS. THEY WILL ALSO GIVE YOU YOUR ORIENTATION START DATE. 

General Nursing Orientation Outline

The following information pertains to the general nursing orientation. Floor/unit orientation schedules will be provided to you on Day 1 of Nursing Orientation. Please visit https://utmc.utoledo.edu/depts/nursing for more information.

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** MEDICAL ASSISTANTS/EMTS/CLERICAL SPECIALISTS:**
- You will be assigned the on-line Nursing Orientation Module to complete. Please refer to the “MA Orientation Instructions” under the Orientation tab on the Staff Development Website for further instructions.

**NURSING ASSISTANTS:**
- You will be assigned the on-line Nursing Orientation Module to complete. Please refer to the “NA Orientation Instructions” under the Orientation tab on the Staff Development Website for further instructions.
- **Uniforms:** There is an online ordering process for uniforms. Please refer to the Staff Development website: https://utmc.utoledo.edu/depts/nursing and click on the “Uniforms” link on the left-hand column. This will take you directly to the uniform request form. Uniforms may be tried on in Nursing Administration, MLA 245. It is strongly encouraged to try them on; they are unisex and tend to run big.
Uniforms cannot be exchanged once worn. **To ensure you receive uniforms prior to orientation on your unit, please fill this request form out ASAP!** You will receive an email when your uniform is ready for pick up. Uniforms are to be picked up in Nursing Administration, MLA 245.

- **HR verification form, HIPAA certificate, Hand Hygiene attestation:** Please place these documents that you will receive from HR orientation in the Staff Development mailbox when you pick up your uniforms. Our mailbox is located in the top left hand corner above where the uniforms will be.

- **EMR Training for NA’s:**
  - Nursing Assistants that are UT/BG Nursing students or other students that have had a clinical rotation at UTMC and have already been trained on our McKesson system here at UTMC will **NOT** need to attend an EMR training session. NA’s who have not had training on UTMC’s system will need to attend an EMR training class. After we receive your paperwork from HR, you will be contacted by a Staff Development Specialist to get that training set up.

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**RN’s:**

- **Bring in a printout of your nursing license verification with your signature and date to Nursing Orientation Day 1!!**
  - This can be obtained from the Ohio Board of Nursing website: http://www.nursing.ohio.gov/verification.htm

- If you have EKG experience, you may “test out” of our EKG classes. Please communicate this to the Staff Development Specialist on Day 1.

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**ALL New Hires:**

- **Please make sure that you are available to attend all classes as indicated.**
- **This schedule is subject to change. If there are any last minute changes, they will be communicated on Nursing Orientation Day 1 by the Staff Development Department.**

- **PLEASE REPORT ON TIME!**

- **You will need to bring (or provide a copy of) your current BLS card (CPR) & the HIPAA certificate (from HR orientation).**
- Please feel free to dress casually, but appropriately! The room temperature fluctuates.
- Bring something to write with.
- You will get a lunch break, which is on your own.

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**AFTER attending the Human Resources Orientation Day (and NOT before), please complete the following:**

- **Activate your UTAD** by going to http://www.myutaccount.UTOLEDO.EDU
  - User ID= Social Security Number
  - Password= birthdate (mmddyyyy)
  - The next page that opens up will show your User ID (usually 1st letter of 1st name and last name). Go to the bottom of this page and hit confirm. The next page that opens will allow you to change your password.

- **Access your UTMC email** account @ http://email.UTOLEDO.EDU
Checking your e-mail is a mandatory requirement. Please contact Information Technology Help Desk for any questions, 419-530-2400. UT nursing students will now have an additional email box, specifically for faculty/staff, and there is no activation that is required.

- **ID Badge:** You must have your UTAD (user ID) to request your ID badge. Please wait at least 24 hours after activating your UTAD account to complete this process. Doing so prior to this time frame may result in receiving a nonfunctional badge. Attention Nursing Assistants who are UT/BG Nursing students or any Nursing student who has a valid UT ID badge: Please DO NOT request an employee badge. This will deactivate your rocket card and will cause multiple issues. You will be given a “NA” hanger to wear under your student badge. These can be obtained from Nursing Administration when you pick up your uniforms. The badge hangers are to be returned to Andy Fox upon resignation.

- **Parking:** Please park in Lot 43. If you park in an unauthorized lot you will be ticketed. You may visit [http://www.utoledo.edu/campus/directions/pdfs/HealthScienceCampus.pdf](http://www.utoledo.edu/campus/directions/pdfs/HealthScienceCampus.pdf) for a map of the Health Science Campus. The map identifies the building as IISC, but it is listed as CCE in the legend.

If you are a nursing assistant not enrolled in the UT College of Nursing, you will be required to pay $35.00 for your parking permit per semester. You will not be able to register for your parking permit until the ADD/DROP closes, which is usually about 2 weeks into the new semester. Students enrolled in the UT College of Nursing who have already paid for their student passes will not be charged an additional fee, except during semesters when they are not enrolled in classes. The $35.00 fee will apply for those semesters.

For questions please contact the Staff Development Department

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