



Temporary Nursing Staff Orientation Checklist

It is the responsibility of nursing staff working temporarily at Anne Arundel Medical Center to read the provided material as indicated. Documentation of orientation must be received before your first shift at AAMC. If there are any questions or concerns, the nurse will immediately address these issues with the individual in charge of the assigned area.

Temporary nurses are required to read the orientation packet and sign this form, in addition to completing other unit-specific orientation activities as necessary.

Nurse's Name: _____

- Agency Nurse**
- AAMC Employee**

Please initial below when the following activities have been read and completed:

- _____ *AAMC's Temporary Nursing Staff & Agency Nurse Orientation packet*
- _____ *AAMC's Confidentiality Pledge*
- _____ *AAMC's Post-test for Temporary Nurses*
- _____ *Agency Staff Evaluation*
- _____ *Computer documentation training*
- _____ *E-mar training*

I have read and understand the above educational information and I agree to abide by Anne Arundel Medical Center's guidelines and procedures.

Signature: _____

Date: _____

Validated by: _____

Date: _____

The following skills & competencies must be completed prior to performing at AAMC:

- _____ *Glucometer*
- _____ *Baxter IV pumps*
- _____ *Restraints*

Skills Validated by: _____ Date: _____

Anne Arundel Medical Center
LifeScan SureStep Pro Glucometer Quiz

Name _____ Unit _____

Date _____

1. The LifeScan SureStep Pro glucometer displays patient results from:
 - a. 60-300
 - b. 0-500
 - c. 0-300

2. Quality control must be performed on the following schedule:
 - a. low and high control every 8 hours
 - b. low and high control every 24 hours
 - c. low and high control every week

3. To confirm that sufficient blood has been added to the test strip:
 - a. insert the strip into the meter and wait for the result
 - b. turn the test strip over and check that the confirmation dot is completely blue
 - c. check to see if the pink pad is completely covered

4. If you use bleach to clean the test strip holder and do not rinse off all the bleach:
 - a. future test results may generate an error message
 - b. future test results may be inaccurate, high results
 - c. both a and b

5. After applying the blood to the test strip, it must be inserted into the glucometer:
 - a. within 30 seconds
 - b. within 1 minute
 - c. within 2 minutes

6. If a test strip has been removed from a patient's finger and there is not enough blood:
 - a. touch the strip to the finger again to add more blood
 - b. discard the strip and use a new strip to collect another sample

7. When opening the control and test strip bottles for the first time, you must write the date on the label. They will expire:
 - a. on the date the manufacturer placed on the bottle
 - b. controls in 3 months and test strips in 4 months
 - c. both a and b, whichever is first.

Name: _____ Unit/Department _____

BAXTER COLLEAGUE CX3 INFUSION PUMP SKILLS RECORD

Directions: Upon return demonstration, the validator will date and initial objective and check demonstration criteria

VALIDATOR'S INITIALS/DATE	PARTICIPANT'S DEMONSTRATION CRITERIA
	Loading the administration set into the pump <input type="checkbox"/> Prepare the container, prime set, remove all air, close roller clamp <input type="checkbox"/> Press the New Patient soft key and Done key prior to loading set <input type="checkbox"/> Identify desired pump channel, if applicable <input type="checkbox"/> Press OPEN key. Once the mechanism has completed the opening process – <input type="checkbox"/> Load the set from left to right, inserting blue slide clamp into slot, positioning set so distal end of set exits <input type="checkbox"/> Open roller clamp and verify that no drops are falling from the drip chamber
	Programming a primary and piggyback infusion <input type="checkbox"/> Identify the desired pump channel, if applicable <input type="checkbox"/> Program pump by first identifying PRIMARY soft key <input type="checkbox"/> Enter in RATE and VOLUME. Press START <input type="checkbox"/> Open on/off clamp of piggyback set <input type="checkbox"/> Lower the primary container using hanger provided with the piggyback set <input type="checkbox"/> Select channel and press the PIGGYBACK soft key <input type="checkbox"/> Enter the RATE and VOLUME then press START <input type="checkbox"/> Verify drops are falling from the piggyback drip chamber <input type="checkbox"/> Stop and restart infusion using the PIGGYBACK soft key
	Infusion via the Colleague Guardian Feature <input type="checkbox"/> Turn on pump and select PUMP PERSONALITY key <input type="checkbox"/> Identify desired channel and press corresponding CHANNEL SELECT key for triple channel pump <input type="checkbox"/> Press Colleague Guardian soft key and highlight desired drug name with arrow key and press select <input type="checkbox"/> Enter patient's weight (if appropriate) and enter dose; press CONFIRM SETTINGS soft key and START <input checked="" type="checkbox"/> Identify how to exit Colleague Guardian Feature
	Infusion via the Dose Programming Function <input type="checkbox"/> Stop infusion, press PRIMARY soft key, press CHANGE MODE and SELECT soft key <input type="checkbox"/> Press Clear Settings if information retained in memory <input type="checkbox"/> Enter drug amount and final volume <input type="checkbox"/> Highlight and enter patient weight in kg or pounds, if applicable <input type="checkbox"/> Select label by pressing Label Line soft key <input type="checkbox"/> Verify settings and press CONFIRM SETTINGS soft key and press START <input type="checkbox"/> Enter a new dose while the infusion is running. Note automatic rate change
	Alarms and alerts <input type="checkbox"/> Locate and identify status indicator lights <input type="checkbox"/> Identify audible tones and message displays associated with alert and alarms <input type="checkbox"/> Identify and correct KVO alert, AIR alarm, Up Stream and Down Stream Occlusion alarms <input type="checkbox"/> Identify the high/low alert when dose values are higher or lower than Colleague Guardian feature limits
	Unloading of administration set/Standby mode <input type="checkbox"/> Press STOP key. Close roller clamp <input type="checkbox"/> Press OPEN key. Once the mechanism has completed the opening process - <input type="checkbox"/> Remove set completely by pulling both ends out of the channel <input type="checkbox"/> Identify situations in which manual tube release should be used and perform this function <ul style="list-style-type: none"> • Close roller clamp; locate the Manual Tube Release mechanism on the right side of the pump channel • Push the indent to raise the tab and rotate the tab counterclockwise until it stops • Remove the administration set and reset the manual tube release <input checked="" type="checkbox"/> Place triple channel pump in standby mode <ul style="list-style-type: none"> • Stop the desired channel and press the CHANNEL SELECT key twice • Press the arrow key next to the YES shown on the pop-up
	Resources <input type="checkbox"/> Locate Volumetric Infusion Pump Problem Solving Checklist <input type="checkbox"/> Identify Baxter representative contact information and clinical engineering contact information
	Autolock Feature <input type="checkbox"/> Demonstrate overriding of autolock feature
Comments Validator Name:	

ANNE ARUNDEL HEALTH SYSTEM
CONFIDENTIALITY PLEDGE

I _____, understand that as a Health System employee, or an individual who has been given specific authorization by AAHS to participate in certain confidential patient care or other activities, I have a responsibility to protect patient privacy and Health System information. I must assure privacy of information by assuring that access to information is made by myself or others ONLY when the "need to know" exists.

"Need to know" means OBTAINING, USING OR COMMUNICATING information which is REQUIRED for me to perform my specific job duties as written in my job description or as defined by the scope of my activities at AAHS. This pertains to patient medical and personal information which is communicated orally or is accessed either by computer or in paper form, or in preparing patient services such as dietary support, pharmacy support, or diagnostic support in the form of laboratory, radiology or other procedures. I may only obtain, use or communicate information on the specific patient to whom I am providing care or support services.

"Need to know" also means OBTAINING, USING OR COMMUNICATING Health System, employee, or any other information that is REQUIRED for me to perform my specific job duties or within my scope of activities at AAHS.

I agree not to OBTAIN, USE OR COMMUNICATE ANY information about patients, employees or any other aspect of Health System business which is not REQUIRED for me to perform my job or the scope of my activities at AAHS.

I realize that to do so is a serious offense and that improper access, use, or communication of patient or Health System information results in harm to patients, employees and the Health System as a whole. I am aware that an offense of this nature will result in disciplinary action to include possible termination or removal from the Health System.

I hereby pledge that:

1. I will only obtain, use or communicate, a patient's personal health information, employee information, or other Health System information on a "Need to Know" basis.
2. I will not openly discuss a patient's personal health information, employee information, or other Health System information in a manner that my conversation may be overheard by someone who does not have a "Need to Know".
3. I will not disclose my computer password or any other personal code or password which has been given to me by the Health System; to do so is considered a breach in the confidentiality of the information which the password protects.
4. I will log off the computer EACH and every time I leave the computer for any reason.
5. I will not use my computer password to access confidential personal and/or family member information
6. I will follow all Administrative policies including those that pertain to Confidentiality of Medical Records and Information (102-26), Uses and Disclosures of Protected Health Information (102-17), Faxing of Medical Information (101-26), and the Corporate Compliance Plan (101-01A)
7. I will report any suspected or potential breaches of confidentiality to the Compliance Officer

Employee Name

Date

Signature

Department

Reviewed: 2/2002. Revised: 3/2003, 3/2004

POST-TEST FOR TEMPORARY NURSING STAFF

Name: _____

Date: _____

Score: _____

Directions: Please fill in the blanks or circle the correct answer

1. The double identifiers used at AAMC are:
_____ & _____
2. **True or False** A patient may not report the presence of pain because his or her culture believes that it is a “test of their will” and therefore, they must endure it.
3. The purpose of presenting this growth and development package in orientation and on an ongoing basis is:
 - a. For employees at AAMC to maintain awareness of the importance of recognizing the stages of growth and development so as to assess accurately and interact appropriately with all of our patients and visitors.
 - b. So that all may have a vague knowledge of the differences in ages across the lifespan in case you are floated to work with a population that you are not familiar with.
4. Mr. Y, 80 years old, is a visitor inquiring about the location of the patient he is coming to visit. He has significant hearing loss in the right ear. In giving directions to Mr. Y, which would be the best approach?
 - a. Face Mr. Y directly and speak loudly and in high tones, which are more easily heard by elderly with hearing loss.
 - b. Raise your voice slightly, but not your tone, and move close to Mr. Y ‘s left side so that he may hear you better.
5. **True or False** A 9 year old child is likely to be resistant to disrobing for a complete physical exam, therefore, he/she should be allowed to remained gowned as much as possible and only remove under garments when absolutely necessary.
6. **True or False:** Memorizing a formula like “RACE” can help you respond to a fire emergency fast and effectively
7. Define “PASS”:

8. **True or False:** If a Code Red “Mr. Firestone” occurs in the MRI suite, there are special “non magnetic” fire extinguishers available to put out a fire.

9. Which of the following can help prevent the spread of smoke and fire from a room?
 - a. Closing the door to the room
 - b. Placing a wet towel at the bottom of the closed door of the room
 - c. Closing the doors to rooms next to and across the hall from the room
 - d. All of the above

10. Which of the following statements is **TRUE**?
 - a. After evacuating a room, leave the door open to indicate it is empty
 - b. Use elevators for vertical evacuation
 - c. If a patient is located on the far side of the smoke zone, relative to the fire door, that patient must be evacuated past the room of fire origin
 - d. Move charts with patients

11. Before using any electrical equipment, you should first make the following safety checks:
 - a. Check the inspection tag
 - b. Examine it for frayed wires
 - c. Make sure it has a 3-prong grounded plug
 - d. All of the above

12. **True or False:** Emergency electrical outlets are located on your unit for use in case of an electrical outage

13. The staff member receiving the call notifying AAMC of the external disaster will obtain as much information as possible, such as:
 - a. Location of the event and chemical/biological agent involved.
 - b. Estimated number of casualties and estimated time of arrival.
 - c. The name, time, and source of the information.
 - d. Only a& c are needed.
 - e. a, b & c are needed.

14. If a piece of equipment malfunctions, the best practice is to
 - a. Return the equipment to storage
 - b. Try to fix the problem
 - c. Leave the equipment at the nurse's station
 - d. Mark the equipment as faulty and turn it in for repair

15. If you spill a hazardous material, where could you locate information on how to handle the spill and what to do if you are exposed to it?
 - a. Employee health office
 - b. On the bottle of the chemical used
 - c. On the MSDS sheet
 - d. Both b & C

16. **True or False:** The MRI machine is only dangerous when it is ON. There is no need to be careful around the MRI machine if you know that the machine is turned OFF.

17. What is an external disaster?
- An emergency involving mass casualties from exposure to nerve gas
 - An emergency involving mass casualties from exposure to smallpox
 - Both A&B
18. **True or false:** It is the responsibility of the Emergency Department to designate the treatment areas based on the disaster type, and to communicate this to the Director of Patient Care.
19. Under the Hazard Communication Act, employers are responsible for which of the following?
- Developing MSDSs for all hazardous chemical used in their facilities
 - Verifying the accuracy of MSDSs received with hazardous chemical shipments
 - Maintaining a file of MSDSs for all hazardous chemicals used in their facilities
 - All of these
20. The newborn abductor most commonly presents with which of the following traits or behaviors:
- Wears a unit uniform, tells the patient's mother she/he is taking the infant for lab work.
 - Wears street clothes and tells the mother she is the home health nurse assigned to her case.
 - Snatches the baby from the mother and runs down the hallway to the front door.
21. It is acceptable to discharge children by
- Walking with the child to the lobby where the parent or guardian is waiting
 - Walking with the child and parents to the front lobby
 - Escorting the parent/guardian and the child in a wheelchair to the front lobby
22. Infectious agents like HIV may enter the body through
- Puncture wounds
 - Mucous membranes
 - Cut or cracked skin
 - All of these answers
 - None of these answers
23. You should wash your hands:
- When they are visibly soiled
 - After using the restroom
 - Before eating
 - All of the above
24. You always wear gloves when working with hazardous chemicals, blood, or body fluids.
True or False: It is not necessary to wash your hands after removing your gloves.

25. An appropriate incident to report to the 4PTS hotline is a:
- Medication error
 - Patient's dislike of his meal
 - Family complaint
 - Lack of clean towels on the unit
26. You can call 4PTS to report a patient incident:
- Between 0700-1500
 - On any weekday
 - Anytime
 - Anytime except weekends
27. Anne Arundel Medical Center's Philosophy is to:
- Strive for a restraint-free environment
 - Protect the patient's rights and dignity
 - Protect the patients from harm
 - All of the above
28. Patients restrained under the medical/post surgical care standards must have the restraints re-ordered:
- Every 24 hours for the length of the admission.
 - Every 12 hours for the length of the admission.
 - Every calendar day if the restraints are still needed.
29. The maximum time limit for restraints ordered for children and adolescents 9-17 years of age under the Emergency Behavioral Management standard are:
- 1 hour.
 - 2 hours.
 - 4 hours.
 - 24 hours
30. Patients who meet the definition for "Emergency Behavioral Management" must have a face-to-face evaluation by a licensed independent practitioner
- Within 24 hours
 - Within 1 hour
 - Within 3 hours
 - Within 24 hours

31. If a medication is drawn up in a syringe for administration in 15-30 minutes, the syringe must be labeled with:
- Medication name
 - Strength & amount
 - Expiration
 - All of the above
 - None of the above, since it will be administered a short time later
32. What times are diuretics (i.e. lasix) usually given if it is ordered BID?
- 1000 and 2200
 - 1000 and 1600
 - 1000 and 1800
 - 0800 and 1800
33. What is the time for daily medication administration?
- 0800
 - 0900
 - 1000
 - 1100
34. How often do narcotics need to be reordered?
- Q 24 hours
 - Q 48 hours
 - Q 72 hours
 - Every 4 days
35. Your patient, Mr. Jones, missed the 10 am dose of capoten due to being off the floor for a procedure. His capoten is ordered 25mg tid. He returns to the floor at 1300. How should you proceed with the dosing of subsequent doses of capoten?
- Give the capoten at 1300 and again at 1600
 - Give the capoten at 1400 then again at 2200, just mark the 1000 dose as a missed dose
 - Wait until 1600 to give the next dose and give the next doses at 2200.
36. Medication errors should be reported:
- If a patient is harmed by getting the wrong medication or dose
 - If a patient receives the wrong medication or dose
 - If a patient almost receives the wrong medication or dose
 - By calling the 4PTS hotline
 - All of the above

37. How are telephone orders signed underneath after they have been written?
- T.O. Dr. Brown *badge #*/ Nancy Nurse, R.N. Read back and confirmed
 - Read back and confirmed
 - P.O. Dr. Brown / Nathan Nurse, R.N.
 - V.O. Dr. Brown / Nancy Nurse, R.N.
38. List the 5 rights that must be followed when administering a medication.
- _____
 - _____
 - _____
 - _____
 - _____
39. **True or False:** Medication must be locked in the individual patient medication drawers.
40. **True or False:** Another person must observe the actual wasting of narcotics.
41. **True or False:** An RN can use good nursing judgment when a range order is being considered. If a patient is sedate, but requires more medication, half the lowest dose may be administered without an order but it must be documented appropriately.
42. **True or False:** A patient can have more than one short acting and more than one long acting opioid ordered as _____ long as there are administration guidelines included in the order.
43. **True or False:** Pain must be reassessed and documented within one hour following a 'prn' analgesic.
44. **True or False:** The prescribing and administration of IV Dilaudid is restricted at AAMC.
45. **True or False:** T or F AAMC does not allow PCA self administration button to be pushed by anyone other than the patient, but an RN can initiate a bolus dose.
46. **True or False:** A staff member must be 100% certain that someone is being abused in order to contact the AAMC Abuse/DV Team.

47. **True or False:** The two best ways to contact the AAMC Abuse/DV Team are: send a Clin Con & have Abuse/DV Team paged through AAMC Operator

48. The day after surgery, R.W. is in Physical Therapy and falls while attempting to ambulate. She strikes her head on the parallel bars that are used for support during ambulation training. What nursing actions need to occur?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

49. How frequently is the Schmid Fall Risk Assessment completed? _____

50. Enter A or B in blank : A. Code Blue B. Rapid Response

- ___ HR > 130
- ___ Cardiac Arrest
- ___ Concerned about the patient
- ___ Oxygen saturation <90% with O₂
- ___ Systolic BP < 90mmHg
- ___ Respiratory arrest
- ___ Call 1111 and ask operator to call Rapid Response
- ___ Push the code button and/or call 1111 and ask operator to call code blue

You have reached the end of the post-test.

Non-AAMC employees: Please return this packet to the Clinical Coordination Center

AAMC employees: Please return this packet to your Director/Supervisor/Manager

Agency Nurses:

Please have the charge nurse on your unit complete an evaluation during your first shift.

Return to Clinical Coordination Center upon completion.

AGENCY STAFF EVALUATION

Name of Agency Staff _____

Name of Agency _____

Date and Shift _____

Patient care:	Exceeds Requirements	Meets Requirements	Requirements not Met (Requires explanation if checked)
Competently performs technical skills pertinent to clinical area			
Performs within established Standards of practice at AAMC			
Gives appropriate care to population served			
Documentation:			
Accurate and complete			
Report to next shift is complete			
Communication:			
Communicates honestly and respectfully with Patients and families			
Communicates honestly and respectfully with staff			
Reports any pertinent data in a Timely manner to the appropriate Individual(s)			
Requests assistance and/or information appropriately			
Communicates with patients and families based on their developmental stage and cultural needs			

Additional comments _____

Completed by _____

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