Welcome to AtlantiCare Regional Medical Center
Nursing Orientation

Welcome to Nursing at AtlantiCare Regional Medical Center.

Nursing at AtlantiCare Regional Medical Center supports the mission, vision, and values of our organization. We deliver care utilizing the Nursing Process (A.P.I.E). As members of the multidisciplinary health care team, we work together to provide our patients with the best care in the most cost effective and time efficient manner. AtlantiCare Regional Medical Center is a “Magnet” designated organization.

Nursing at ARMC is represented and supported by a council structure comprised of nurses and allied health professionals from all aspects and levels of practice. In addition, we have many committees which help us to communicate information and assist us in developing patient care delivery initiatives. Some committees are unit/department specific and some are organizational in nature. As new members of our health care team we hope that you will participate in Nursing Councils or Organizational/Departmental Committees.

At AtlantiCare Regional Medical Center, nurses can be found in many healthcare settings – preventative, ambulatory, interventional, emergency, and acute care; case management, quality management, informatics, education, home care, and hospice care. We are varied in our areas of practice and diversified in our skills. As nurses we have one commonality - to serve the health needs of the many people whose lives we touch.

We hope that you will find AtlantiCare Regional Medical Center a special place where you can practice your profession while feeling part of a community. We welcome your ideas, your knowledge, and your spirit.

You are valued at AtlantiCare Regional Medical Center!
Introduction

Purpose - The goal of General Nursing Orientation is to introduce newly employed nurse with information regarding the culture, structure, role expectations, policies and procedures which will lay the foundation to support the patient care process of ARMC.

Expectations -
- This information packet is composed of modules. Read the information provided. There are references to a number of Policies and Procedures. Some have been included and some can be found on our Intranet. You can find these by going to the AHS Web icon (e) on any organizational PC desktop, click on Policies then type in the name of the policy.
- At the end of most modules are self-study questions. Review these; answers can be found at the end of program.
- Please complete the Attestation Form, and return it to the Program Facilitator/Clinical Education.
- For nurses who will be performing venipuncture: you must also complete the IV Skills checklist found in the IV Therapy section of the program materials. Keep the original for your records and give a copy to your unit-based management. New Graduate RNs and nurses with no IV experience must also attend an IV Therapy 3-part course before performing venipuncture independently.

During General Nursing Orientation you are required to complete the following exams:
- General Medication Administration questions (15) 12/15 (80%)
- Medication administration calculations (10) 8/10 (80%)
- Transfusion questions (5) 5/5 (100%)
- IV care questions (20) 16/20 (80%)

You must achieve the minimum score as outlined by the above ratios. Should this not occur, you will be required to meet with Nursing Leadership to review the information and retake the exam. Additionally, should you not successfully complete the medication components as outlined YOU MAY NOT administer medications until you have completed the above requirements.
- If you are completing this program with the approval of your manager via a self-directed mode, you must contact your CNS or Clinical Education to assist you with planning review sessions and testing.

***Beyond the information given during this program nurses will continue their orientation under the guidance of a preceptor in a unit-specific orientation. This will better acclimate new nursing employees to their specific patient care processes and populations in each specialty area. You will help design your specific Orientation goals and objectives through communication with your Preceptor, Clinical Nurse Specialist, and Nursing Leadership. The length of your area specific orientation will be determined to meet your specific needs. You will utilize a Competency Based Orientation Packet designed for your specialty, which will help guide you through your clinical competencies. There are a number of learning modalities to enable you to become familiar with or review necessary skills in your specialty area. Some areas also will require you to complete specific Self-Learning Programs, Skills labs, formal educational sessions, and/or a variety of additional learning activities to assist you with patient care delivery. If you have any questions regarding your Orientation please contact your Clinical Nurse Specialist or Nursing Leadership in your specific area. You can also contact Clinical Education at 272-3119.
Objectives for General Nursing Orientation

At the completion of this Program participants will be able to:

1. **Nursing Services, Nursing Councils and Structure at AtlantiCare Regional Medical Center**
   - Explain ARMC’s Philosophy of Nursing, ANA Code of Ethics, Theoretical Models of Practice
   - List the Nursing Councils and describe their functions
   - List three organizational Task Forces or committees involved with Patient Care delivery
   - Describe the orientation process for Nurses at ARMC
   - Describe several ways to find key Nursing personnel
   - Define your scope of practice
   - Explain 5 rights of delegation

2. **Patient Rights and Responsibilities**
   - Describe HIPAA and the health care provider role.
   - Describe the Ethics mechanism at AtlantiCare Regional Medical Center.
   - List and describe the aspects of Patient Rights.
   - Explain where to find educational information regarding patient rights and responsibilities
   - Define what an Advance Directive is and the Nurse's role regarding Advance Directives.
   - Explain the difference between Informed Consent and Educated Consent and describe the nurse's role with regard to both.
   - Explain the NJ State policy regarding organ/tissue donation referral.
   - List the 4 characteristic indicators for Abuse and Neglect
   - Discuss the importance of cultural caring and its impact in healthcare.

3. **Documentation**
   - Describe where to find Patient Care policies and procedures and standards of care.
   - Explain how nurses document daily patient care including admission assessments, daily care, transfers, problem and goal prioritization, patient family education, and discharge instructions.
   - Describe the Interdisciplinary Care Planning and documentation process for ARMC, and explain the nurse's role in screening and referring patients for interdisciplinary consults.
   - Describe Medical Management and Clinical Pathway process.

4. **Pain Assessment & Management**
   - Explain the principles of pain management, assessment and treatment, and assessment and treatment in special populations

5. **Glucometer Testing & Waived Testing**
   - Explain waived testing and the nurse's role and responsibilities. Complete Glucometer training.

6. **Transfusion Therapy & Transfusion Reaction**
   - Describe the process for the safe administration of blood and blood products.
   - List 4 symptoms of transfusion reactions and describe the nurse's role and responsibilities in the event of a transfusion reaction.

7. **MET Team, Stroke Alert & Code Blue**
   - Describe the process for calling a MET, Transfusion MET, Stroke Alert & Code Blue.
   - Describe the nurse's role during a MET, Transfusion MET, Stroke Alert & Code Blue.
8. **Medication Administration** -
List the five rights of medication administration.
List the components for all medication orders.
Describe the nurse’s role in verbal/telephone medication orders.
Explain the medication administration process, including controlled dangerous substances.
Explain how to document on the electronic Medication Administration Record (eMAR).
Describe the nurse's role when distributing medications from the Medication carts, mCOWS, and the Pyxis system.
Explain how to draw medications from glass vials.
Describe the key components to the Therapeutic Substitution policy.
Find designated time frames for medication administration.
Describe the nurse's role and responsibilities for adverse drug events and reactions.
Explain the nurse's responsibility when estrogen therapy is ordered for a patient.
Describe the nurse's role regarding Patient Family Education and medication administration, including Food Drug interaction information.

9. **Pharmacy Information** -
Explain the drug distribution process in AtlantiCare Regional Medical Center.
Describe the pharmacy's responsibilities for large volume parenterals, small volume parenterals, IV piggybacks, and IV admixtures.
Explain the role of the pharmacy with regard to medication area inspection, emergency cart review, chemotherapy preparation, investigational drug administration.

10. **IV Therapy** -
List the equipment needed for IV insertion and care of both peripheral and central IV's.
List complications associated with IV access and describe how to prevent these complications.
Explain 3 measures for safe use of both the IV ‘smart’ pump and PCA pump.

11. **Care Management** -
Define case management & describe the role of the Care Manager.
Explain how the nurse interacts with Care Management.

12. **Patient Safety** -
Discuss the National Patient Safety Goals
Identify the types of balloons allowed and prohibited.
Discuss infection control policies & procedures regarding standard precautions, the types of isolation, disposal of medical waste, and sterile packaging.
Identify when the use of side rails is authorized and how to maintain patient safety.
Explain the process for site verification
Discuss the purpose of hazardous surveillance rounds.
Discuss the plan of care for patients on fall precautions.
Explain the plan of care for patients on suicide precautions.
Identify 4 alternate methods to avoid restraints.
Explain the policy for restraint orders and documentation.
Explain the process for a reportable event and/or customer complaint.
Explain the process for safe procurement of valuables.

13. **Additional Organizational Services** -
Explain how to use the telephone and paging systems
Explain how to contact Life Support Training for BLS, etc.
Describe Clinical Education and Professional Development opportunities for Nurses at ARMC.

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