

MGMC Unit Orientation of Instructors and Students

This signed document should be returned to Human Resources within the first week of the student experience. Prior to completing this checklist with students, the instructor needs to review the checklist with a Unit Leader, Clinical Resource Nurse, or Designee.

ORGANIZATIONAL BASICS

- Verbalize to park on level 3 and above in the parking ramp.
- Verbalize identification badge expectations (Administrative Operational Policy SEC809)
- Locate online resources: SharePoint, Policy Medical, Lippincott
- Verbalize PRIDE values (People-oriented, respectful, innovative, dedicated, effective)
- Verbalize AIDET (acknowledge, introduce, duration, expectation, and thank you)
- Review MGMC Big Dot Goals as they relate to the assigned unit
- Review six safety behaviors: Work together as a team, Follow the rules, Pay attention to detail, Be aware of the big picture and ask questions if you do not understand, Communicate clearly and directly, and Perform effective hand offs

UNIT ORIENTATION

- Verbalize the dress code requirements of the department
- Locate break room, student work area, restrooms, linen closet, clean & dirty utility, kitchenette, dirty tray return, etc.
- Enroll ID badge and demonstrate use to access computers
- Demonstrate login to computer
- Verbalize support personnel roles and resources within the department (manager, educators, staff)

CONFIDENTIALITY AND COMPLIANCE

- Identify protected health information (PHI) that may be encountered during student experience
- Verbalize ways to protect PHI
- Verbalize password security expectations (use of passphrases, minimum password requirements, unique passwords for every account, changed every 90 days)

INTERNAL REPORTING

- Verbalize process of identifying variances and reporting them to a department leader to initiate a variance report.

ENVIRONMENT OF CARE AND SAFETY

- Verbalize how to page overhead and locates emergency codes
- Locate on-unit Emergency Resource Guide
- Locate fire extinguisher

- Locate and verbalize use of the closest eyewash station
- Locate emergency exits and oxygen shut-off valves
- Verbalize unit evacuation procedures
- Location and use of sharps containers (do not reach in, replace when 75% full)
- Locate the spill kit and identify spill procedure according to department ERG
- Verbalize process for removing broken equipment use and notifying department staff

SECURITY

- Verbalize role of MGMC Paramedics and ISU PD in security assistance (Ext. 2223)

INFECTION PREVENTION

- Verbalize standard precautions, hand washing, and PPE usage expectations
- Identify signage and process for isolation
- Verbalize disinfection process for non-patient care equipment including dwell time of disinfectants

OCCUPATIONAL HEALTH AND BBP

- Verbalize what to do if you are exposed to a bloodborne pathogen by needlestick or splash

STUDENTS PERFORMING DIRECT PATIENT CARE ONLY

- Identify location of crash cart(s)
- Identify location of rooms with ceiling lift
- Identify location of negative airflow rooms
- Identify fall prevention devices and measures (telesitter, chair/bed alarm, fall reporting)
- Demonstrate disinfection of patient care equipment
- Demonstrate use of patient monitoring equipment
- Identify suicide precautions and safety measures
- Understand the use of restraints on unit (students are not to care for patients in restraints)
- Identify wrist band colors and patient considerations (yellow-falls, red-allergies, purple-DNR, blue-special resuscitation instructions), and doorframe magnets (white-bereavement, exclamation point-combative person).

FOR NURSING STUDENTS ONLY

MEDICATION SAFETY AND ADMINISTRATION

- Verbalize USP 800 identification and handling of hazardous medications
- Verbalize medication administration expectations. See Policy Medical- Medication Administration Standard Work
- Verbalize standard administration times per Policy Medical PH620
- Locate the learning dashboard in Epic
- Demonstrate use of IV pump(s)

