

RN Coordinator Orientation Plan

Week One Goals

1. Review UHCMC and SCC policies and procedures with Nurse Manager:

- Job description
- UH New Employee Onboarding Plan (if applicable)
- Mandatory New Employee Onboarding Checklist (if applicable)
- Scope of Services SCC Ambulatory Services
- SOP 4.0 Scheduled Paid Time Off (PTO)/Vacation (Ambulatory Seidman Cancer Center)
- SOP 4.1 Readiness to Work /phone numbers to call
- UPTO Process

Rationale: RN will understand how to properly utilize all time away related policies to ensure adequate staffing for patient safety on the unit while allowing for staff to have available personal time as needed.

2. Review of Systems procedures with Nurse Manager/Assistant Nurse Manager

RN Understands:

- Layout of the unit (infusion area, pharmacy, physician clinic area, medical records, and laboratory)
- Check-in process (paperwork, assignment sheet)
- Relationship between Infusion staff and Physician Clinic staff (provide most recent MD/Nurse Partner list)
- Relationship between Infusion RN, Radiation Nurse Partner, BMT Coordinators, GYN nurses, Clinical Trial nurses, Nurse Navigators and Phone Triage Nurses
- Use of Secure Chat
- Use of paging system (alpha text vs. numerical, parking/picking up a call)

Rationale: RN will be able to help efficient patient flow by utilizing established communication in the system

3. Review location of emergency equipment and responsibilities of RN in an emergency on the unit

Demonstrates knowledge of location of Emergency equipment:

- Fire Safety Equipment
- AED(s)/Crash Cart if applicable
- Oxygen tanks
- ECG machine
- MSDS information
- Disaster Manual

Demonstrates knowledge of how to activate Emergency Response:

- How to call for Security to respond to the unit
- Able to articulate the parameters for need and how to call for the Chemical Spill Response Team
- Able to articulate the Emergency Response overhead codes

Demonstrates knowledge of RN responsibilities in an Emergent situation:

- Able to articulate emergency evacuation plan and is aware of the locations for the unit
- Able to demonstrate/articulate appropriate locations and response to a fire alarm
- Able to articulate knowledge of RN responsibilities in a patient related emergency

Rationale: RN should be acclimated to the unit in an effort to be able to assist in any emergent situation that may happen during orientation to keep both staff and patients safe

4. Obtain access and provide instruction on computer systems and applications

- EPIC BEACON
- Outlook
- UH/SCC Digital Work Place and SCC Regional Network
- Secure Chat (EPIC)
- Omnicell
- Vocera (if applicable)
- Infusystem

*Initial instruction on all systems will be followed with continual access and updating throughout orientation.

Rationale: RN will be provided with the tools to communicate with colleagues and will have access to all pertinent data to provide safe and efficient patient care.

RN Coordinator Orientation Plan

Weeks 2-3 Goals

1. Beginning use of EPIC BEACON documentation

- Treatment Plan, Synopsis, Springboard Report
- Results Review
- Flowsheet documentation
- Adverse Event Note/ Allergy Tab
- Rooming Activity
- Phone Note
- In Basket
- Education Activity/Note
- Wrap Up including charges
- Order entry for appointment scheduling and consults
- My Chart enrollment
- Consent Forms
- Treatment Plans/ Therapy Plans/ Signed and Held Orders

2. RN will become familiar with clinic flow

- Flow from front desk to exam room
- Obtaining of vital signs/HT/WT
- Reviewing of medication list
- Completing appropriate screenings as needed
- Evaluation of pain
- Inquiring about chaperone preference
- Patient room placement and flagging of rooms

3. RN will become familiar with add on/admit procedures

- Same Day Clinic Add on procedure
- Non Clinic Day Add on procedure
- Sick Admit procedure
- Prescheduled chemotherapy admission procedure
- Procedure regarding one week add on for chemotherapy at main campus and at satellites will be reviewed with RN *charge pager #'s

4. Review medication administration

- Removal of medication from Omnicell
- Use of BCMA

5. Begin completing SCC Ambulatory Oncology CBO

- CBO document given in skills class by educator
- Complete appropriate checklists

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Weeks 4-8 Goals

1. Demonstrates knowledge of standard of care documentation required to be completed for new patient

- All screenings/questionnaires required per System and Seidman policies
- Initial learning assessment and treatment plan education

2. Demonstrates knowledge of standard of care documentation required for ongoing patient education

- Verbalizes knowledge of SCC standard of when and where to document follow up education plan
- Completion of ambulatory RN patient education orientation check list

3. Demonstrates knowledge of standard of care documentation required for pain standard

- Able to verbalize knowledge of pain assessment and standards for when and what documentation is required

4. Demonstrates knowledge of documentation required for procedures

- Consent to Cancer Therapy
- Consent for Procedure/Blood Transfusion
- Time Out procedures

5. Demonstrates knowledge on process for specialty medications requiring patient and physician surveys or prior authorizations

- Able to demonstrate how to activate physician survey for medications
- Able to demonstrate knowledge on how to instruct patients to activate and follow through on medication required surveys to obtain ordered medications
- Able to show where to obtain necessary information required to prior authorize medications for patients per insurance specifications

6. Demonstrates knowledge on how to fill out disability and FMLA forms

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7. Complete scheduled observation time with additional roles

Schedule Observation time:

Clinical Research RN

Radiation Oncology RN

Infusion RN

Central Line RN