

Infusion RN Orientation Plan

Week One Goals (Introduction – primarily shadowing)

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 Coordinator list)
- Relationship between Infusion RN, Radiation Nurse Coordinators, 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.

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Weeks 2-4 Goals (Beginning – under complete direction of preceptor)

1. Understanding order sets

Demonstrates knowledge of calculating:

- ANC
- BSA
- Creatinine clearance
- Carboplatin dosing (using AUC)
- IV infusion rates

Demonstrates skill and knowledge of:

- Starting peripheral IV's and drawing blood
- CVAD's (accessing, drawing blood, flushing, and dressing changes)
- CVAD Occlusion Policy
- Alaris infusion pumps

Able to locate and review purpose of:

- Consent to Cancer Therapy form
- Chemotherapy policies/procedures/guidelines (manager will work with educators get RN signed up for next available NCI chemo course) ***Will not administer any chemotherapy/immunotherapy until successfully completing course/requirements**
- Blood and Blood Components, Administering, CP-166

Rationale: RN must demonstrate knowledge relating to safe treatment of chemotherapy patients through accurate calculations of parameters, infusion rates, and dosing as well as providing and maintaining safe venous access.

2. Demonstrates knowledge 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

3. Begin completing SCC Ambulatory Oncology CBO

- Blood administration
- Short peripheral IV insertion
- Implanted port accessing/deaccessing
- CVAD's (accessing, drawing blood, flushing, dressing changes)
- CVAD occlusion management
- Non-tunneled CVAD Removal (at sites attached to ED only)

* Chemo checklist will be given to RN at time of class/test out*

Rationale: RN will demonstrate competence in required clinical activities to ensure patient safety.

*** Independent learning as it relates to chemotherapy regimens observed each week**

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Weeks 5-7 Goals (Transition – under direction of preceptor)

1. Participates with preceptor's patients through sharing assignment

Focus on:

- IV skills
- Organization
- Prioritization
- Multi-tasking
- Completing Ambulatory Oncology CBO
- Hypersensitivity Reactions (RN able to articulate medications most associated with hypersensitive reactions and actions to take should one occur)
- Patient teaching

Rationale: By sharing an actual assignment with preceptor, the orientee will obtain exposure to a real assignment, chemotherapy regimens, and gain on-the-job experience. During this time, preceptor is also able to focus on orientee's strengths and challenges in order to individualize the focus of the orientation. The focus, based on both the preceptor and the orientee, will be clearly identified in the weekly anecdotal notes that are completed together.

Weeks 8-10 Goals (Middle – independently managing 2-4 patients under direction of preceptor)

1. Demonstrates knowledge and ability in caring for assigned patients

- Articulates plan of care and rationale to preceptor in the AM **prior** to treating patients
- Articulates organizational plan to preceptor in the AM **prior** to treating patients
- Completes CBO
- Begins picking up primary patients

Rationale: At this point, orientee should have a working knowledge of what is expected and how to accomplish a partial assignment. Orientee still requires some direction from preceptor and will utilize preceptor as a resource for information. Preceptor needs to feel confident with orientee, which is why orientee articulates plan for the day before starting assignment. During this time, preceptor continues to focus on orientee's strengths and challenges in order to individualize the focus of the orientation. The focus, based on feedback from both the preceptor and the orientee, will be clearly identified in the Daily-Weekly formative progress record that are completed together.

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Weeks 10-14 Goals (Completion – independently managing full assignment)

1. Demonstrates knowledge and ability in managing full patient assignment as evidenced by:

- Asking appropriate questions
- Providing feedback to preceptor/charge nurse regarding assignment
- Documenting appropriately and completely in EHR
- Interactions and feedback from patients, family members, and other staff members
- Completing assignment in a timely manner
- Demonstrating organization and prioritizing skills
- Preceptor feedback to Nurse Manager
- Communicating in the Daily-Weekly formative progress record

Rationale: At this point, orientee should have a working knowledge of what is expected and how to accomplish a complete assignment. Orientee requires minimal direction from preceptor and may continue utilize preceptor as a resource for information. Preceptor must feel confident with orientee, which is noted through weekly anecdotal notes, and meaningful discussions with orientee and Clinical Manager regarding progression through orientation. During this time, preceptor continues to focus on orientee's strengths and challenges in order to individualize the focus of the orientation. The focus, based on feedback from both the preceptor and the orientee, will be clearly identified in the Daily-Weekly formative progress record.

The length of time it takes a new hire to progress through orientation may vary greatly depending on experience. Our commitment to new hires is to individualize the length of time and opportunity for experiences. Daily-Weekly formative progress record and Ambulatory Oncology CBO will maintain a dialogue between you and your preceptor in order to gauge your progress. Extra time may be negotiated if it is determined to be beneficial by your preceptor.

***Independent learning as it relates to chemotherapy regimes observed each week**