

Radiation Oncology RN Partner Orientation Plan

Week 1 – (Beginning – meeting with manager and shadowing)

1. Review UHCMC and SCC policies and procedures with Nurse Manager
 - a. Scope of Services SCC Ambulatory
 - b. SOP 4.0 Scheduled Paid Time Off (PTO)/Vacation (Ambulatory Seidman Cancer Center)
 - c. SOP 4.1 Readiness to Work /phone numbers to call
 - d. New hire paperwork
 - e. Orientation plan/schedule
 - f. Education classes/modules

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. Obtain access and provide instruction on computer systems and applications
 - a. EPIC BEACON
 - b. Mosiaq
 - c. Outlook
 - d. UH Digital Work Place
 - e. Secure Chat (EPIC)
 - f. Omnicell
 - g. Vocera (if applicable)

*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.

3. Demonstrate knowledge of location and use of emergency equipment
 - a. Fire safety equipment
 - b. Defibrillators/Crash carts (if applicable)
 - c. Oxygen tanks
 - d. Disaster manual
 - e. SOP Emergent Situation Protocol (location dependent)
4. Demonstrate how to activate Emergency Response System
 - a. How to call UH police/local PD
 - b. Emergency line to call codes (if applicable)
 - c. Awareness of various code definitions (if applicable)
 - d. Medication/chemo spill protocol
 - e. Evacuation plan – fire exits

Week 2-5 Goals (Beginning – under complete direction of preceptor)

Week 2 includes participation in Ambulatory skills class, oncology medication test, and Ambulatory Oncology Competency based orientation form (CBO) initiated/reviewed

1. Demonstrate knowledge of standard of care documentation required for new patient visit
 - a. All screenings/questionnaires required per System and Seidman policies
 - b. History and Rad Onc Patient consult note
 - c. Initial learning assessment and treatment plan education
2. Demonstrate knowledge of standard of care documentation required for ongoing patient education
 - a. Patient education record
 - b. OTV documentation
3. Demonstrate knowledge on how and where to complete required charting for patients for each visit type (in-person and virtual)
 - a. New Patient Visit (NPV)
 - b. On-Treatment Visit (OTV)
 - c. Follow-up Visit (FUV)
 - d. CT sim visit
 - e. HDR procedure (select RNs)
 - f. Gamma Knife procedure (select RNs)
4. Demonstrate knowledge on how to fill out disability and FMLA forms and obtain prior authorization for patients
5. Demonstrate knowledge of entering scheduling orders in EPIC
6. Demonstrate knowledge of exam set up for various disease specific populations
7. Triage patient needs via phone or clinic visit
8. Demonstrates proper patient assessment skills based on disease site/exam type
9. Demonstrates adequate intervention for skin reactions and treatment associated side effects
10. Shadow with MD partner(s) during clinic visits
11. Work on 3 witnessed checkoffs for CT contrast administration

Week 6 Goals (Completion – independently managing full assignment under direction of preceptor)

1. Demonstration of Week 2-5 goals with minimal to no assistance from preceptor
2. Meet with MD partner to create/track patient notes in shared spreadsheet
3. Completion of 3 witnessed checkoffs for CT contrast administration
4. Completion of CBO and Daily/Weekly Formative Progress Records w/ preceptor signature and notes