

UH Seidman Cancer Center
Ambulatory Float Pool RN Orientation Plan
(Infusion, Med Onc RN Coordinator, Rad Onc RN Coordinator)

Initial General Information

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

- Job description
- Scope of Services SCC Ambulatory Services
- UH New Employee Onboarding Plan (if applicable)
- Mandatory New Employee Onboarding Checklist (if applicable)
- 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) Obtain access and provide instruction on computer systems and applications

- UHCare Ambulatory Oncology
- Outlook
- UH Digital Work Place
- Soarian scheduling
- Doc Halo
- Vocera
- Mosaic
- Omnicell

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.

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

Initial General Unit Information

1) 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)
- 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.

2) Review of Systems procedures with Unit Nurse Manager/Assistant Nurse Manager

RN Understands:

- Policy regarding one week's notice for add on chemotherapy at main campus and at satellites will be reviewed with RN
- 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, Nurse Coordinators, BMT Coordinators, GYN nurses, and Clinical Trial nurses
- Use of Doc Halo, Vocera, paging system, and phones parking/pick up calls

Rationale: RN will be able to establish efficient patient flow in a seamless fashion by utilizing established pathways in the system.

11.2023

Infusion Section

Weeks 1-4 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. 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**

Weeks 5-9 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 Goals 10-12 (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.

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

Weeks 13-16 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.

For RNs with non-oncology experience hired onto the Ambulatory Float Pool the time to complete orientation is 14-18 weeks to allow time for orient at different locations

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

Medical Oncology RN Coordinator Section

(Infusion RN role completed first)

1. 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

2. 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

3. 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

4. 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

5. Demonstrates knowledge of documentation required for procedures

Consent to Cancer Therapy

Consent for Procedure/Blood Transfusion

Time Out procedures

6. 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

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

Radiation Oncology Nurse Coordinator Section

(Infusion RN role completed first)

- 1. Complete any newly assigned education classes/modules for radiation role including Mosiaq**
- 2. Demonstrate knowledge of standard of care documentation required for new patient visit in radiation oncology**
 - All screenings/questionnaires required per System and Seidman policies
 - History and Rad Onc Patient consult note
 - Initial learning assessment and treatment plan education
- 3. Demonstrate knowledge of standard of care documentation required for ongoing patient education**
 - Patient education record
 - OTV documentation
- 4. Demonstrate knowledge on how and where to complete required charting for patients for each visit type (in-person and virtual)**
 - New Patient Visit (NPV)
 - On-Treatment Visit (OTV)
 - Follow-up Visit (FUV)
 - CT sim visit
 - HDR procedure (select RNs)
 - Gamma Knife procedure (select RNs)
- 5. Demonstrate knowledge on how to fill out disability and FMLA forms and obtain prior authorization for patients**
- 6. Demonstrate knowledge of entering scheduling orders in EPIC for radiation specific appointments**
- 7. Demonstrate knowledge of exam set up for various disease specific populations**
- 8. Triage patient needs via phone or clinic visit**

- 9. Demonstrates proper patient assessment skills based on disease site/exam type**
- 10. Demonstrates adequate intervention for skin reactions and treatment associated side effects**
- 11. Work with MD partner(s) during clinic visits and learn how to create/track patient notes in shared spreadsheet**
- 12. Work on 3 witnessed checkoffs for CT contrast administration**
- 13. Meet with MD partner to**