

New Grad Infusion RN Orientation Plan

Name: _____ Preceptor: _____

Date: _____

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

Weeks 1-8 CMC Entity and on inpatient units

Information will be provided on calendar

Week 9 and 10 Goals (Introduction – primarily shadowing on infusion unit)

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
- Crash cart (where applicable)
- Suction equipment
- Glucometer (where applicable)
- AED(s)
- Oxygen tanks
- ECG machine
- MSDS information
- Disaster Manual
- SCC Specific Site Emergent Situation SOP

Demonstrates knowledge of how to activate Emergency Response:

- How to call for Security to respond to the unit (UH PD or 911)
- 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 (where applicable)

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 UHCMC and SCC policies and procedures with Nurse Manager:

- Job description
- UHCMC New Hire Department Orientation
- 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

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.

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

RN Understands:

- SOP 3.19 regarding one week's notice for add on chemotherapy at main campus and at satellites
- Layout of the unit (infusion area, pharmacy, physician clinic area, and laboratory)
- Check-in process (paperwork, assignment sheet)
- Relationship between Infusion staff and Provider Clinic staff (provide most recent Provider/Nurse Coordinator list)
- Relationship between Infusion RN, Nurse Coordinators, BMT Coordinators, APPs, Acute Care clinic APP and RNs, GYN nurses, and Clinical Trial nurses
- Use of Secure Chat
- Use of telephone messaging (parking/picking up a call)

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

4. Begin UH and SCC RN orientation classes and review complete orientation schedule with Clinical Educator

- UH/SCC system classes
- Review orientation calendar
- Enrollment in ONS oncology orientation program courses

Rationale: RN will be provided with the orientation plan and educational expectations as a foundation to guide orientation process and build upon knowledge as orientation progresses

5. Obtain computer access and provide instruction on computer systems

- EPIC-BEACON
- Outlook
- UH/SCC Digital Work Place and SCC Regional Network
- Secure Chat
- Vocera
- Omnicell
- 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.

6. Demonstrate knowledge of oncology medication calculations (end of week 9/beginning week 10)

- Absolute Neutrophil Count (ANC)
- Body Surface Area (BSA)
- Creatinine clearance
- Carboplatin dosing (using Area Under the Concentration (curve))
- IV rates
- Location and use of SCC calculators
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7. 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

Weeks 11-14 Goals (beginning work in infusion-under complete direction of preceptor)

1. Beginning to learn SCC policies and order sets related to IV administration

- Starting peripheral IV's and drawing blood peripherally (including blood cultures)-review NP -39, G-450
- CVAD's (accessing implanted, drawing blood, flushing & locking, and dressing/cap changes, occlusion management)-CP 148
- PICC line removal
- Alaris infusion pumps including use of guardrails
- Blood and Blood Components, Administering, CP-166

2. Establishing baseline knowledge of chemotherapy administration

- Review chemotherapy policies/procedures/guidelines –focus on CC-3, MM-8 and MM-51
- Observation of independent double check process and bedside verification
- Review of Beacon Treatment plans

***Will not administer any chemotherapy until successfully completing NCI Systemic Therapies course and completing a chemo skills return demonstration with ambulatory CNS or educator**

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.

3. 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**
- Blood and Blood Components, Administering, CP-166

4. Complete SCC RN Initial Competency checklists and CBO skills and review CVAD guides

- 12- Lead ECG
- Blood administration
- Short peripheral IV insertion
- Implanted port accessing/deaccessing
- CVAD dressing change
- CVAD cap change
- CVAD blood sampling
- CVAD Flushing and Locking & Med administration
- CVAD occlusion management
- Non-tunneled CVAD Removal (at sites attached to ED only)
- Patient Education
- Point of Care Testing (POCT)-as applicable

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

Weeks 15-18 Goals (Working under minimal direction of preceptor)

1. Participates with preceptor's patients through sharing assignment

Focus on:

- IV skills
- Organization
- Prioritization
- Multi-tasking
- Completing competencies (skills checklists)
- Hypersensitivity Reactions (RN able to articulate medications most associated with hypersensitive reactions and actions to take should one occur)
- Patient teaching
- Communicating with interdisciplinary team members

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 daily-weekly formative progress record that is completed together.

2. 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
- Complete CBO

Rationale: 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.

Weeks 19-22 Goals (completion of orientation – independently managing full assignment)

1. Demonstrate ability to utilize general knowledge and skills learned in infusion

- Utilizing different communication systems to contact providers and interdisciplinary staff

2. 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 and charting within scheduled time
- Demonstrating organization and prioritizing skills
- Preceptor feedback to manager
- Communicating in the Daily-Weekly formative progress record

Rationale: 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. New preceptor must feel confident with orientee, which is noted through weekly formative progress records and meaningful discussions with orientee and manager regarding progression through orientation. During this time, the new preceptor focuses 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.