

**CO**RONA**VI**RUS **D**ISEASE 2019 (COVID-19)



Rapid Onboarding Checklist: RN Redeployed Within
the Same Ministry

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| **Audience: Clinical Leaders** |
| **Revision Date:** 3/25/2020 |
| **Version:** Version # 2 |
| **Incident Command Owner:** Clinical and Operations  |
| **Date of Last Review:** 9/1/2021  |

| **Rapid Onboarding Checklist: RN Redeployed Within the Same Ministry** |
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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Permanent Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| RN Tier (1,2,3)\*: \_\_\_\_\_\_\_\_\_\_  |  |  |  |  |
| Date Orientation Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Orientation Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_ Badge/Swipe Access \_\_\_\_\_ Medication Dispensing Equipment (able to remove meds)\_\_\_\_\_ EMR Access (able to access pts) \_\_\_\_\_ Glucometer Competency (as needed)**For EMR issues, and password resets contact your local help desk at t or Trinity Information Services 1.888.667.3003**

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|  |  |  |  |  |  |
| Method of Instruction |
| P=policy/procedure review, E=education session, S=self-learning module |
| D=demonstration CP=clinical practice  |
| Method of Competency Verification |
| RD=return demonstration, S=simulation/mock event, D=discuss/reflect,  |
| TB=teach back |   |   |   |   |   |
| **\*RN Tiers:** Surge staff will have varying levels of skill and experience. Three skill tiers have been identified to help match each nurse with skills and responsibilities for maximum success: * **Tier 1:** An RN with basic skills.
* **Tier 2:** An RN with a moderate skill level based on recent experience, or usual work environment. This person may typically work under the guidance of a lead nurse possibly in a team nursing scenario.
* **Tier 3:** A fully skilled RN that may take full assignments with limited training, when appropriate.
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| **Objective**  | **RN Tier** | **Policies to Review** | **Method of Instruction** | **Method of Competency Verification** | **Competency Validation Initials & Date** |
| Answer Call Lights | 1 |   | D | RD |   |
| Understand Fire Safety  | 1 |   | E | TB |   |
| Demonstrate Use of Patient Beds | 1 |   | D | RD |   |
| Understand Chain of Command | 1 |   | E | TB |   |
| Record I&O on Paper | 1 |   | E | D |   |
| Provide Hourly Rounding | 1 |   | D | RD |   |
| Update White Board | 1 |   | D | RD |   |
| Stock Unit Supply  | 1 |   | E | D |   |
| Locate Crash Cart  | 1 |   | D | D |   |
| Reviews Isolation Standards | 1 |   | E | D |   |
| Demonstrate COVID-19 Isolation Standards | 1 |   | D | RD |   |
| Utilize Unit Phones | 1 |   | D | RD |   |
| Collect Vital Signs  | 1 |   | E | RD |   |
| Weigh, Bed and Standing Scale | 1 |   | E | RD |   |
| Provide Oral Care | 1 |   | E | RD |   |
| Daily Bathing | 1 |   | E | RD |   |
| Peri care for Incontinence | 1 |   | E | RD |   |
| Pressure Injury Prevention | 1 |   | E | D |   |
| Manage SCD and TED Hose | 1 |   | E | TB |   |
| Remove Peripheral IV  | 1 |   | E | RD |   |
| Remove Urinary Catheter | 1 |   | E | D |   |
| Performs Bladder Scanning | 1 |   | E | D |   |
| Initiate and Maintain Fall Precaution Program | 1 |   | CP | TB |   |
| **Objective**  | **RN Tier** | **Policies to Review** | **Method of Instruction** | **Method of Competency Verification** | **Competency Validation Initials & Date** |
| Pivot Patient, 2 Assist | 1 |   | CP | RD |   |
| Ambulate Patient, 1 Assist | 1 |   | CP | RD |   |
| Use Manual Lifting Equipment | 1 |   | CP | RD |   |
| Assist with Suicide/Self Harm Precautions | 1 |   | E | D |   |
| Care of Patients with Video Monitoring | 1 |   | CP | D |   |
| 1 to 1 Feeding, Aspiration Precautions | 1 |   | CP | D |   |
| Assist with ADA Needs, Vison, Hearing | 1 |   | E | D |   |
| Assist with Language Access | 1 |   | E | D |   |
| Assists with Mechanical Lifts | 1 |   | E | RD |   |
| Provide 1 to 1 Direct Patient Observation | 1 |   | CP | RD |   |
| Non-pharmacological Pain Interventions | 1 |   | E | D |   |
| Telemetry Lead Placement | 2 |   | E | D |   |
| Electronic Messaging App for Medical Providers and Allied Health | 2 |   | CP | RD |   |
| Pre-surgical Bathing & Clipping | 2 |   | CP | D |   |
| Perform & Record in EMR |   |   |   |   |   |
| Admission Documentation | 2 |  | E | RD |  |
| Head to Toe Assessment | 2 |   | E | RD |   |
| **Objective**  | **RN Tier** | **Policies to Review** | **Method of Instruction** | **Method of Competency Verification** | **Competency Validation Initials & Date** |
| Patient Care Plan: IPOC | 2 |   | E | RD |   |
| Patient Education | 2 |   | E | RD |   |
| Discharge  | 2 |   | E | RD |   |
| Death, After Care | 2 |   | E | RD |   |
| Results Review | 2 |   | E | RD |   |
| Critical Result Notification | 2 |   | E | RD |   |
| Hand-off | 2 |   | E | RD |   |
| Perform Blood Glucose Check | 2 |   | E | RD |   |
| Performs Mod Complexity Dressing change  | 2 |   | CP | D |   |
| Oral Medication Administration | 2 |   | CP | RD |   |
| Witness Blood Administration | 2 |   | CP | RD |   |
| Performs Basic IV Pump Functions  | 2 |   | CP | RD |   |
| Manage Simple Surgical Drains (JP) | 2 |   | CP | RD |   |
| Specimen Collection | 2 |   | CP | D |   |
| Urinary Catheter Insertion | 2 |   | CP | RD |   |
| Set-up Suction | 2 |   | CP | RD |   |
| Provide Trach Cares | 2 |   | CP | RD |   |
| Complete Lab Draws | 2 |   | CP | RD |   |
| Proning Assist | 2 |   | CP | RD |   |
| Prepare & Verify Consent Forms | 2 |   | CP | RD |   |
| Initiate and Manage Peripheral IVs | 3 |   | CP | RD |   |
| Manage and Assess Central Venous Lines | 3 |   | CP | RD |   |
| **Objective**  | **RN Tier** | **Policies to Review** | **Method of Instruction** | **Method of Competency Verification** | **Competency Validation Initials & Date** |
| Remove Central Line | 3 |   | CP | D |   |
| Cares for Chest Tube Patient |  3 |   | CP | RD |   |
| Titrate IV Medication Drips | 3 |   | CP | RD |   |
| Manage Ventilation | 3 |   | CP | RD |   |
| Manage BiPAP  | 3 |   | CP | RD |   |
| Manage PCA Pump/Epidural | 3 |   | CP | RD |   |
| Moderate sedation procedures | 3 |   | CP | RD |   |
| Assist with medical provider lead in room procedures | 3 |   | CP | RD |   |
| Assist with Cooling for MI patients | 3 |   | CP | RD |   |
| Time Out and Universal Protocol | 3 |   | CP | RD |   |
| Manage TR Band after Cardiac Cath | 3 |   | CP | D |   |
| High Risk Medication Administration, Requires Witness | 3 |   | CP | RD |   |
| IV Piggyback and IV Push Medication | 3 |   | CP | RD |   |
| Complex Dressing Change (Wound Vac) | 3 |   | CP | D |   |
| Manage Complex Surgical Drain (ig PleurX, Cerebral Ventricular Drain) | 3 |   | CP | RD |   |
| Initiate and Maintain Medical Restraints | 3 |   | CP | RD |   |
| Maintain Arterial Line | 3 |   | CP | RD |   |
| **Objective**  | **RN Tier** | **Policies to Review** | **Method of Instruction** | **Method of Competency Verification** | **Competency Validation Initials & Date** |
| Manage Endotracheal Tube | 3 |   | CP | RD |   |
| Apply and Manage External Pacers | 3 |   | CP | RD |   |
| Manage Balloon Pump for Cardiac Care | 3 |   | CP | RD |   |
| Care for Patients with In-room Continuous Dialysis | 3 |  | CP | RD |  |
| Administer Breathing Treatment | 3 |   | CP | RD |   |
| Care for a Patient on Continuous Sedation | 3 |   | CP | RD |   |
| Assist with Critical Care Functions | 3 |   | CP | RD |   |
| Performs NIHSS Stroke Assessment | 3 |   | CP | RD |   |
|  |   |   |   |   |   |
|  **Additional Skills** |   |   |   |   |   |
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|  Name (Print) Name (Sign) Date  |
| Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Preceptor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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