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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**   |  | | --- | |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | 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. | | | | | | | **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** |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | Name (Print) Name (Sign) Date | | | | | | | Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | | | | | | Preceptor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | | | | | |

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