



ORIENTATION/ANNUAL REVIEW

Some of the materials in this booklet have been tailored to conform to the requirements of the Joint Commission for Accreditation of Healthcare Organization (JCAHO). Additionally, they are in compliance with the contractual agreement we have with our client hospitals. The following understandings have been established:

1. *You have been properly instructed about the policies and procedures of all client hospitals regarding:*

- | | |
|--|---|
| <input type="checkbox"/> infant safety/security | <input type="checkbox"/> required carrying of documents |
| <input type="checkbox"/> child/elder abuse | <input type="checkbox"/> photo ID badge |
| <input type="checkbox"/> confidentiality/HIPAA | <input type="checkbox"/> reporting on/off duty |
| <input type="checkbox"/> advance directives | <input type="checkbox"/> reporting of industrial injuries/illness |
| <input type="checkbox"/> domestic violence | <input type="checkbox"/> overtime |
| <input type="checkbox"/> patient rights/ethics | <input type="checkbox"/> dress code |
| <input type="checkbox"/> radiation safety control | <input type="checkbox"/> skills checklist |
| <input type="checkbox"/> disaster preparedness | <input type="checkbox"/> job description |
| <input type="checkbox"/> exposure incident, evaluation and follow-up | <input type="checkbox"/> hepatitis B vaccine program |
| <input type="checkbox"/> organ donation | <input type="checkbox"/> TB exposure control plan |
| <input type="checkbox"/> equipment | <input type="checkbox"/> restraint |
| <input type="checkbox"/> code of conducts/compliance program | <input type="checkbox"/> MSDS |
| <input type="checkbox"/> pain assessment | <input type="checkbox"/> capping |

2. *You have been properly oriented to all client hospitals' specifications regarding:*

- orientation manuals
- administration of medications
- documentation of patient care
- transcribing of diagnostic/therapeutic orders
- patient care planning using the nursing process
- age specific competency
- core competencies
- elimination of artificial nails/hand washing
- national patient safety goals

3. *I have been given information and training on the Bloodborne Pathogen: Exposure Control Plan including:*

- bloodborne diseases
- tasks that may involve exposures
- use of engineering controls and safe work practices
- practice of universal precautions using personal protective equipment
- handling of regulated waste and use of biohazard labels

4. *You have also been properly oriented to:*

- assess a patient's risk of nosocomial infection
- hospital fire and electrical safety awareness
- body mechanics

By accepting an assignment, it is understood that I have received a copy of an Orientation Handout from Nurse Connection, Inc. and that it is my responsibility to read the manual in its entirety and understand its contents and effects.

Name: _____

Signature: _____ Date: _____

NCI Representative: _____