



EMERGENCY DEPARTMENT RN ORIENTATION CHECKLIST

STAFF NURSE: _____

This packet must be completed during orientation. Upon completion, sign and date the form, and submit the original to the Nurse Manager and a copy to the Nurse Educator.

TOPIC	REVIEWED √	DATE	PRECEPTORS INITIALS
<u>ENVIRONMENT:</u>			
Waiting Room			
Family Room/"Blue Room"			
Triage area			
ED Admitting and Registration			
Patient Care Rooms: <ul style="list-style-type: none"> • Trauma • Cardiac • "Clinic" Rooms • ENT Room • Negative Air Flow Room • Ortho Room • Pelvic Exam Room • Provider at Triage 			
Nursing Station			
Form Filing Cabinets			
Doctor's Dictation Room			
Fire Alarms			
Fire Extinguishers			
Medication Room			
Clean Utility Room/Patient Nutrition Room			
Dirty Utility Room			
Linen Closet			
Back Supply Room			
Ambulance Entrance			
Decontamination Shower			
Hazmat Closet			
Prisoner Holding Room			
Nursing Lounge			
Doctor's Lounge			

TOPIC	REVIEWED √	DATE	PRECEPTORS INITIALS
Pharmacy			
Laboratory			
2A/B			
ICU			
Operating Room			
<u>EQUIPMENT:</u>			
Computer: <ul style="list-style-type: none"> • Network Sign-on • OAS-GUI/NetAccess • Groupwise • Hospital Policies and Procedures 			
Pulsecheck ED Documentation System			
EMS Computer System			
Patient Call System			
Panic Alarms			
Laceration Cart			
Equipment Modules			
Supply Lockers			
Location of Personal Protective Equipment			
Zoll Biphasic Defibrillators			
Crash Carts/Emergency Carts			
Pediatric Crash Cart			
Broslow Tape System			
Infant Radiant Warmer			
HP Monitors			
Operation of Gurneys			
B-Braun Pumps			
EKG Machine			
Ambulance Radio			
Adult and Pediatric Scales			
Decontamination Equipment *(Permanent staff only)*			
<u>MEDICATIONS:</u>			
Pyxis Sign-on			
Obtaining medications when pharmacy is closed			
Obtaining Emergency Medications			
IV Drip Policy			

TOPIC	REVIEWED √	DATE	PRECEPTORS INITIALS
Medication Information Recourses: <ul style="list-style-type: none"> • Hospital formulary • Online PDR (Micromedex) • Epocrates • Lexicomp • IV drug calculation binder • Chart of drug incompatibilities • Standardized medication drip policy 			
<u>PROCEDURES AND PROTOCOLS:</u>			
Emergency Phone Numbers: <ul style="list-style-type: none"> • Emergency Page • Security • San Mateo Police Department 			
Overhead page operator			
Code: <ul style="list-style-type: none"> • Blue • Orange • Red • Gray • Pink • Silver • Yellow • Code Triage (internal, external) • Code Trauma • Code 3 • Rapid Response Team 			
Patients on 5150 hold: <ul style="list-style-type: none"> • Belongings and Clothing • Patient Safety • Security Standby 			
Patients in Custody			
Flow of Patients through the ED			
Collaborative Practice Guidelines			
Room Checklists			
Restocking Supplies			
Patient Consents			
Procedural Pause			
Restraint Policy			
Unusual Occurrence Reports (UOR)			
Legal Blood Draws			
Admitting Patient to Inpatient Units			

TOPIC	REVIEWED √	DATE	PRECEPTORS INITIALS
Transferring Patient to Another Hospital			
Patient Refusing Medical Treatment			
Patient Confidentiality/HIPPA			
Violence/Abuse Reporting Protocols <ul style="list-style-type: none"> • Domestic Violence • Elder Abuse/Neglect • Child Abuse/Neglect • Report of Assaultive Behavior 			
Keller Center			
Calling in On-call SANE Nurse			
Champ Checks			
Roles of: <ul style="list-style-type: none"> • Nurse manager • Nurse Educator • Shift Charge Nurse • Nursing Supervisor • Staff nurse • Hospital unit coordinator • ED physician • PA 			
Sick Calls			
Unit Specific Competencies:			
Large Bore IV insertion (16g-18g) <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 			
12 Lead EKG <ol style="list-style-type: none"> 1. _____ 2. _____ 			
Arterial Blood Gas <ol style="list-style-type: none"> 1. _____ 2. _____ 			
Point of Care Testing			
Infant Warmer Video/Competency			
BBraun IV Pump Video			
Defibrillator Competency			
Procedural Sedation Competency			
Arrhythmia Identification			
Medication and IV Therapy Exam			
HIPPA			

