

PeaceHealth Student Nurse Safety Orientation Checklist

Welcome. Please review the information on this checklist with your faculty or a staff member from the unit before you start your clinical assignment. **Turn the completed checklist in to your school for filing. Regulatory agencies may require proof of orientation to the unit. If this happens we will need your school to fax us this proof of orientation.**

First Day Safety Orientation	Staff/Faculty Initial		Staff/Faculty Initial
Nurses Station: call light system, bed board, staff locator system		Patient charts (location/contents) copy/fax/scanner	
Clean utility, linen storage & soiled utility room		How to identify the Charge RN	
Unit-specific signage (e.g. fall risk, fetal demise)		Bed operations (lock-out/bed alarms/clearing scale)	
Location of code cart(s) / bag-valve masks, defibrillator		Operation of call button & TV controls	
Rapid Response Team (RRT)		Use of the white board, daily management board	
How to call a code (phone and bedside buttons)		WHO hand hygiene method, Isolation processes	
Fire drill procedure/evacuation route: extinguishers and alarm boxes		Phone/pagers/voceras	
Parking, dress code, fragrance free environment		ID badges	
Extended Unit Orientation			
Unit specific routines, rounding		Reporting errors to preceptor	
Oxygen set-up		Bedside shift-to-shift hand-off	
Medication room: IV supplies and pumps, respiratory supplies, pyxis, med frig		HIPAA compliance printed pt information	
Staff lounge (bathroom & refrigerator)		Role and how to communicate with:	
Use of phone (dial 9 for outside line)		<ul style="list-style-type: none"> • Patient Team Support (PTS) & CNA (delegation) 	
CareConnect (EPIC)		<ul style="list-style-type: none"> • Staff RN/Preceptor 	
Disposal of red bag infectious waste		<ul style="list-style-type: none"> • Administrative Manager/ House Supervisor 	
Suction set-up & vacuum gauge		<ul style="list-style-type: none"> • Providers 	

I was oriented to this unit as noted above:

Student Signature _____ Student Name _____ *Print*

Facility/Unit: _____ Date _____

Staff/Faculty Orienting Student: _____