STATEMENT OF POLICY

This policy shall serve as a guide for nursing managers to ensure efficient and effective implementation of cross training program in the Department of Special Care.

Purposes:

1. Prepares staff nurses to experience additional knowledge and skills in more than one area and to enhance their professional responsibility.
2. Serves as one of the strategies to appropriately allocate staff nurses within the respective Divisions for operational problems related to staffing.

Definition of Terms

Cross Training – is the temporary or permanent reassignment of staff nurse within the Department of Clinical and Special Areas or interdepartmentally.

A. Department of Special Areas

- Intracritical Care Cross Training – refers to temporary reassignment of ICU staff within the Division of Critical Care Units
- Interdivision Cross Training – refers to permanent reassignment of ICU staff from Critical Care to CV Lab and Renal Section
- Interdepartmental Cross Training – refers to cross training of staff from Critical Care Units to ER and Pediatric ICU and vice versa
Nurses to Adult Critical Care Units

POLICY GUIDELINES
A. Qualification Criteria
1. The following general criteria for cross training of staff nurses in all divisions and departments in the Nursing Service shall be strictly implemented:
2. The staff nurse must obtain a very satisfactory rating in the latest PES.
   2.1. The staff nurse must meet the minimum clinical experience required for each division/department.
      1.2.1. Department of Special Areas
         Within ICUs, CV Lab, Renal Section, and Operating Room – one year experience

      1.2.2. Department of Special Areas
         • ICU General Orientation
         • Orientation to Safe Drug Administration (Drug Competency Program)
         • ICU Enhancement Skills and Development Training
         • ACLS

      1.2.3. Emergency Room to Department of Special Areas
         • Critical Care Course
         • Comprehensive ICU Skills Orientation
         • ACLS/ECG

3. The staff nurse must not have any pending administrative case and major clinical incidences.
4. With Hepatitis B clearance from Hospital Infection Control Officer
5. With no plans to go on leave
B. Prior to Cross Training

1. For Division of Critical Care and Clinical Areas
   1.1. The concerned unit Head Nurse shall submit the list of recommended staff nurses for cross training and confer with the Division Chief.
   1.2. The Division Chief and Department Head shall review the profile of staff nurses, if qualified, the Division Chief shall submit the final list of staff nurses in two copies to the office of Assistant Director for Nursing Services (ADNS) for approval.
   1.3. The Nursing Service Office shall provide a copy of the unit concerned after approval from ADNS.

2. For Division of Specialized Care (CV Lab and Renal Section)
   2.1. The qualified ICU staff must signify in writing his/her interest to be cross trained either in CV Lab or Renal.
   2.2. Reassignment/transfer of staff nurse to CV Lab and Renal Section is on a first come first serve basis.
   2.3. The concerned staff nurse shall submit a letter of commitment for a minimum of one year to the ADNS for approval.
   2.4. The Nursing Service Office shall determine the number of staff to be cross trained for the coming duty schedule.
   2.5. The Nursing Service Office shall provide an approved copy of the unit concerned after approval of ADNS.

C. Frequency of Cross Training shall depend on unit situations and needs.

D. Duration of Cross Training

1. The duration of cross training shall be based on the receiving unit or department
   1.1. Within Critical Care – a minimum of two months
   1.2. Critical Care to Specialized Care (CV Lab and Renal Section) – a minimum of one year
   1.3. ER/Pediatric ICU to Critical Care – minimum of two months
   2. Non-Critical Care/Pediatric/Adult to ER – minimum of one month

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E. Orientation
1. All staff nurses for cross training shall undergo the routine unit orientation
2. The unit Head Nurse shall designate a preceptor for each staff nurse
3. The unit Head Nurse shall evaluate the performance of the staff utilizing the Cross Training Evaluation Form. The assigned preceptor may participate in the evaluation process.
4. The Head Nurse shall submit the completed performance evaluation form to Division Chief/Department Head for review/notation and then to ADNS for approval.
5. A copy of the approved PES shall be a part of the nurse’s 201 file.

G. Issuance of Clearance
1. The staff nurse concerned shall seek clearance from the unit where she is acquired after the end of cross training.
2. In case the staff nurse concerned decided to extend or stay permanently in the unit, staff nurse should seek clearance from the previous unit assigned.

H. Any other issues and concerns not covered in this policy shall be referred to the Office of the Assistant Director for Nursing Service.