STRUCTURED ORIENTATION PROGRAM – NURSE

I. PURPOSE:
The Orientation Program is designed to prepare the new staff nurses to function effectively in giving quality care to all patients undergoing invasive procedures.

II. OBJECTIVES

At the end of one (1) month orientation program, the newly detailed nurses will be able to:

1. Recognize his/her roles and responsibilities in relation to:
   1.1 Patient Care
   1.2 Unit Management
   1.3 Staff Development
   1.4 Nursing Research
   1.5 Division Program and Committee assignment

2. Identify the standards of patient care undergoing invasive procedures

3. Demonstrate basic knowledge & skills in assisting the diff. invasive nursing procedures based on the ff: pre, intra & post procedural care

4. Familiarize with physical set–up and equipment usage

5. Create and maintain harmonious relationship among patients and families, superiors, and other health care team

III. MECHANICS

1. The Head Nurse (HN) must conduct the Orientation Program to the new staff nurse (SN) for a period of one (1) month utilizing the Structured Orientation Checklist.
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<td>SPECIAL AREAS - SPECIALIZED CARE</td>
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Reviewed by: MARIA LINDA G. BUHAT, R.N., Ed.D
Assistant Director for Nursing Services

Approved by: MANUEL T. CHUA CHIACO JR., M.D.
Executive Director
2. The HN must conduct the didactic phase for one week (40 hours) through the following: HN schedule and the newly-detailed SN are as follows:

   2.1 Monday (7:00am – 3:00 pm)
   2.2 Tuesday (7:00am – 3:00 pm)
   2.3 Wednesday (7:00am – 3:00 pm)
   2.4 Thursday 7:00pm – 3:00 pm)
   2.5 Friday (7:00pm – 3:00am)

2.6 HN must focus on the following topics:
   2.1.1 Functional Overview of the Division
   2.1.2 Familiarization of the unit’s Physical Structure
   2.1.3 Review of administrative Nursing Policies
   2.1.4 Staff development/continuing education
   2.1.5 Activities/programs of the division

3. After the didactic period, the HN must continue the orientation program with the assistance from the assigned nurse-preceptor for 2 months and 3 weeks.

   3.1 A self-directed learning activity of the new SN shall be facilitated.

4. The Structured Orientation Checklist must be accomplished within a period of 2 months and 3 weeks through the following:

   1.1 The new SN will tick (√) the corresponding column if the topic was discussed (DC) or observed (O); demonstrated (DT) or performed (P) and specified the date and time of the orientation.

   1.2 The DC / HN or the preceptor must acknowledge if the new SN was able to accomplish the checklist by affixing his/her signature on the designated column.

   1.3 The DC / HN or the preceptor may write any significant comments about the staff nurse under the Remarks column.

5. The Head nurse/preceptor must monitor and evaluate continuously the performance progress of the new staff nurse.

6. The Head nurse must evaluate the performance and discuss the evaluation results to the new staff nurse.

7. The new SN must take a written examination based on the competencies specified on the Structured Orientation Checklist.
8. The Head nurse must submit a performance evaluation with the accomplished Unit Structured Orientation Checklist in triplicate copies to the Division Chief/Department Head and to the Assistant Director for Nursing Service for approval.

9. A copy of the Performance Evaluation must be placed in the 201 file.

10. The HN must continuously evaluate and document staff performance properly and record in SN Kardex after a month.
STRUCTURED ORIENTATION – NURSE AIDE/ORDERLY

I. PURPOSE:
The Orientation Program is designed to prepare newly detailed nursing aide/orderly in understanding his/her role and responsibilities in order to perform and function effectively.

II. OBJECTIVES:
At the end of one (1) month orientation program, the newly detailed nursing aide/orderly will be able to:

1. Identify his/her roles and responsibilities in relation to:
   1.1 Patient Care
   1.2 Unit Management
   1.3 Linen Management
      1.3.1 Availability and completeness
      1.3.2 Accomplishment of AD Form
      1.3.3 Sorting and Soiling
   1.4 Staff Development
   1.5 Nursing Research

2. Demonstrate basic skills in the following:
   2.1 Provision of quality patient care
   2.2 Admission/transfer/discharge
   2.3 Transporting patient to and from diagnostic and therapeutic and surgical units
   2.4 Assisting CODE 7 emergencies
   2.5 Maintenance and cleanliness of unit supplies and equipment
   2.6 Messenger’s/errands functions
   2.7 Customer relations/IPR
   2.8 Communications
2.9 Recording/reporting

3. Meet the institution’s expectations in the delivery of service.

III. MECHANICS:

1. The Head nurse must conduct for a period of one (1) month the Structured Unit Orientation Program to the newly detailed nursing aide/orderly utilizing the Structured Unit Orientation Checklist.

2. The schedule of the newly hired nursing aide/orderly is as follows for the first week: (40 hours). Monday to Friday - 6:00 am to 2:00 pm.

3. The HN will assign a senior nurse or a qualified nursing aide/orderly to act as a preceptor to the newly detailed NA/NO for two weeks.

4. The schedules of the newly detailed nursing aide/orderly will coincide with the assigned preceptors.

5. The Structured Unit Orientation Checklist will be utilized for the orientation within the period of one (1) month.

6. The newly detailed nursing aide/orderly will accomplish the Structured Unit Orientation Checklist within a month.

7. The Head Nurse must conduct the Structured Unit Orientation Program to all newly detailed nursing aide/orderly utilizing the Structured Unit Orientation Checklist.

8. The Head nurse/preceptor must monitor continuously the performance progress of the newly detailed nursing aide/orderly.

9. The Head nurse must evaluate the performance of the newly detailed nursing aide/orderly after a month.

10. The Head nurse must discuss the performance evaluation results to the newly detailed nursing aide/orderly.
11. The Head nurse must submit a performance evaluation with the accomplished Unit Structured Orientation Checklist in triplicate copies to the Division Chief/Department Head and to the Assistant Director for Nursing Service for approval.
STRUCTURED ORIENTATION – WARD CLERK

I. PURPOSE
The Orientation Program is designed to prepare new ward clerk in understanding his/her role and responsibilities in order to perform and function effectively.

II. OBJECTIVES:
At the end of one (1) month orientation program, the new ward clerk will be able to:

1. Identify his/her roles and responsibilities in relation to:
   1.1 Patient Care
   1.2 Unit Management
   1.3 Record Management
   1.4 Staff Development
   1.5 Nursing Research

2. Demonstrate basic skills in the following:
   2.1 customer relations/IPR
   2.2 clerical duties
   2.4 communications
   2.5 recording/reporting

3. Meet the institution’s expectations in the delivery of service
III. MECHANICS:

1. The Head nurse must conduct the Structured Unit Orientation Program to all newly hired ward clerks utilizing the Structured Unit Orientation Checklist.

2. The Head nurse must assign a qualified ward clerk to act as a preceptor to continue the orientation program.

3. The newly hired ward clerk must accomplish the Structured Unit Orientation Checklist within a period of one (1) month to be counterchecked by the Head nurse/preceptor.

4. The Head nurse/preceptor must monitor continuously the performance progress of the newly hired ward clerk.

5. The Head nurse must evaluate the performance of the newly hired ward clerk after a month.

6. The Head nurse must discuss the performance evaluation results to the newly hired ward clerk.

7. The Head nurse must submit a performance evaluation with the accomplished Unit Structured Orientation Checklist in triplicate copies to the Division Chief/Department Head and to the Assistant Director for Nursing Service for approval.