

## FACILITY SPECIFIC STUDENT ORIENTATION

**\*\*\*RETURN COMPLETED FORM TO EDUCATION & CONSULTING DEPT AT THE CONCLUSION OF THE STUDENTS' ORIENTATION DAY\*\*\***

Consortium #: \_\_\_\_\_ Facility:  SDMC  Zion  Ambulatory Clinic (specify dept/location): \_\_\_\_\_

School: \_\_\_\_\_ Course Title: \_\_\_\_\_ Student Level: \_\_\_\_\_

Orientation Date: \_\_\_\_\_ Rotation Dates: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Instructor Cell Phone: \_\_\_\_\_

Instructor Email: \_\_\_\_\_ Instructor RN License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I attest that the students assigned to my clinical group have reviewed the information below and have completed all forms, self-learning modules, and online trainings, as evidenced by my initials in the left column below. Return the form before beginning clinical rotation.

- For Ambulatory Setting submit form to Education & Consulting Services
- For Inpatient Setting submit form to Nursing Education and Professional Development to Jocelyn Stoute at Zion Medical Center and Marquet Johnson at San Diego Medical Center.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consortium Website:** <http://www.sdnsec.org/KaiserPermanente/KaiserPermanenteRN.asp>

**KP Learn Website:** <http://learn.kp.org/>

Topic Covered (Instructor Initials)	Content	Where to find:
	<b>Kaiser Permanente</b> - Mission, Vision, Values and Philosophy	Available on consortium website
	<b>Professional Practice Model</b> - Review the components of the professional practice model for application in the clinical area	Available on consortium website
	<b>Nurse Knowledge Exchange (NKE) Plus</b> - Review components of nurse-to-nurse in-room shift change for application in the inpatient setting. <b>All students report off to their assigned staff nurse and their clinical instructor before leaving the unit for any reason</b>	Available on consortium website
	<b>Annual Safety and Environment of Care Training</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>National Patient Safety Goals Annual Competency</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website

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	<b>Prevention of Workplace Violence</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Annual Ethics and Compliance Training</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Interacting with People with Disabilities</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Language Assistance</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>San Diego Slip, Trip, and Fall Prevention</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Ethics and Compliance Introduction: Building a Culture of Trust</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Abuse Assessment and Reporting</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Age Specific Annual Competency</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>Pain Management Annual Competency</b> - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<b>KP HealthConnect Inpatient Training for Nursing Students</b> - Complete on KP Learn and submit Certificate of Completion with this document <b>KP HealthConnect Ambulatory Training for Nursing Students</b> - Email <a href="mailto:Education-Consulting@kp.org">Education-Consulting@kp.org</a> to schedule a HealthConnect class.	<b>Inpatient:</b> complete on KP Learn <b>Ambulatory:</b> contact admin assistant in Education & Consulting for schedule of Health Connect classes
	<b>Name Badges: Clinical Instructor</b> to pick up name badges labeled "Student" <b>the week before</b> the orientation for the students. For <b>Ambulatory</b> placements, pick up badges from Education & Consulting at 10990 San Diego Mission Road, Suite 100, SD, CA 92108. For <b>Inpatient</b> placements, pick up badges from Nursing Education & Professional Development, PCS Administration, 3 <sup>rd</sup> floor, Zion Medical Center; or Nursing Administration, Suite 10D, first floor, San Diego Medical Center. <ul style="list-style-type: none"> <li>• Students must wear their school picture ID with the Kaiser Student badge <b>at all times</b> when on Kaiser Permanente San Diego Service Area Property.</li> <li>• Meals in Kaiser Permanente cafeterias are at discounted employee rate with badge</li> </ul>	Available from Administrative Staff in Education & Consulting department

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	<p><b>Influenza Vaccine</b> - All students are required to have an influenza vaccination and sign a consent form between October 1 and April 1. <b><u>If anyone who provides direct patient care chooses not to have a vaccination, that person will not be able to complete a clinical rotation at Kaiser Permanente.</u></b></p>	Available on consortium website
	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Abuse Reporting Requirements (BRN, California)</li> </ul> <p><b>Read, sign, and upload completed forms below to Complio:</b></p> <ul style="list-style-type: none"> <li>• Child Abuse Reporting Requirements</li> <li>• Elder and Dependent Abuse Reporting Requirements</li> <li>• Drug-Free Workplace Acknowledgement</li> <li>• Confidentiality Agreement</li> <li>• Corporate Compliance Document: California Corporate Compliance Training</li> <li>• HealthConnect Confidentiality and Non-Disclosure Agreement</li> <li>• Break the Glass</li> </ul>	Available in Complio
	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Faculty/Student Requirements</li> <li>• Tubing misconnections</li> <li>• Bar Code Medication Administration (BCMA) – Inpatient</li> <li>• Medication Administration Record (MAR) – Ambulatory</li> <li>• Bloodborne Pathogens Guideline</li> <li>• Emergency Codes Poster</li> <li>• Regional Safety Guidelines</li> <li>• Student Dress Code</li> <li>• TeamSTEPPS Pocket Guide</li> </ul>	Available on consortium website
	<p><b>Equipment</b> - review to include blood glucose meter, IV pumps, and other equipment specific to the unit of the clinical rotation. Students to use <b>Clinical Instructor’s NUID</b> to access blood glucose meters</p>	Clinical Instructor to orient students

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	<p><b>Unit Tour</b> - to include the area specific for the rotation and to specifically include:</p> <ul style="list-style-type: none"> <li>• Environment of Care Flipchart</li> <li>• All safety information pertinent to the clinical area</li> <li>• The communication system on the unit</li> <li>• CODE equipment and its location</li> <li>• Chain of Command</li> <li>• Patient population served</li> <li>• All pertinent procedures associated with medication administration</li> <li>• Location and use of all safe patient handling equipment, personal protective equipment (PPE) and supplies</li> <li>• Patient Rights and Responsibilities</li> </ul>	Clinical Instructor to orient students
	<p><b>Parking:</b></p> <ul style="list-style-type: none"> <li>• <b>SDMC:</b> Restricted to the <b>6<sup>th</sup> and 7<sup>th</sup> floors</b> of the parking structure</li> <li>• <b>Zion:</b> Restricted to <b>parking structure</b> behind the hospital, along the <b>outer perimeter of the top floor</b></li> <li>• <b>No permit or tag is required</b></li> </ul>	FYI
	<p><b>Food</b> can be stored in designated areas on the unit, and cafeteria employee prices are honored with the KP student name badge. <b>Absolutely no food or drink at the nursing stations</b></p>	FYI
	<p><b>Valuables</b> should be left home or secured in your vehicle as lockers are not available</p>	FYI