

FACULTY ORIENTATION RECORD

Topic Covered (Instructor Initials)	Content	Where to find:
	Nurse Knowledge Exchange (NKE) Plus - Review components of nurse-to-nurse in-room shift change for application in the inpatient setting. All students report off to their assigned staff nurse and their clinical instructor before leaving the unit for any reason	Available on consortium website
	Annual Safety and Environment of Care Training - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	National Patient Safety Goals Annual Competency - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Prevention of Workplace Violence - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Annual Ethics and Compliance Training - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Interacting with People with Disabilities - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Language Assistance - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	San Diego Slip, Trip, and Fall Prevention - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Ethics and Compliance Introduction: Building a Culture of Trust - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Abuse Assessment and Reporting - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Age Specific Annual Competency - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	Pain Management Annual Competency - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<p>KP HealthConnect Inpatient Training for Nursing Students - Complete on KP Learn and submit Certificate of Completion with this document.</p> <p>KP HealthConnect Ambulatory Training for Nursing Students - Email Education-Consulting@kp.org to schedule a HealthConnect class.</p>	<p>Inpatient: complete on KP Learn</p> <p>Ambulatory: contact admin assistant in Education & Consulting for schedule of Health Connect classes</p>

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	Pyxis Medication ES System Tutorials (For Inpatient Only) - Complete on KP Learn and submit Certificate of Completion with this document	Available on KP Learn website
	<p>Name Badges: Clinical Instructor to pick up name badges labeled “Student” the week before the orientation for the students. For Ambulatory placements, pick up badges from Education & Consulting at 10990 San Diego Mission Road, Suite 100, SD, CA 92108. For Inpatient placements, pick up badges from Nursing Education & Professional Development, PCS Administration, 3rd floor, Zion Medical Center; or Nursing Administration, Suite 10D, first floor, San Diego Medical Center.</p> <ul style="list-style-type: none"> • Students must wear their school picture ID with the Kaiser Student badge at all times when on Kaiser Permanente San Diego Service Area Property. • Meals in Kaiser Permanente cafeterias are at discounted employee rate with badge 	Available from Administrative Staff in Education & Consulting department
	Influenza Vaccine - All students are required to have an influenza vaccination and sign a consent form between October 1 and April 1. <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>	Available on consortium website
	<p>Complete the following Self-Learning Modules:</p> <ul style="list-style-type: none"> • Age-specific Competency and Post Test (ALL) • Language Assistance and Post Test <ul style="list-style-type: none"> ○ Ambulatory (For those in clinics) ○ Inpatient (For those in hospitals) • Pain Management and Post Test (ALL) • Patient Safety Goals and Post Test <ul style="list-style-type: none"> ○ Ambulatory (For those in clinics) ○ Inpatient (For those in hospitals) 	Available on KPLearn website
	<p>Review:</p> <ul style="list-style-type: none"> • Abuse Reporting Requirements (BRN, California) <p>Read, sign, and submit completed forms below with this document:</p> <ul style="list-style-type: none"> • Child Abuse Reporting Requirements • Elder and Dependent Abuse Reporting Requirements • Drug-Free Workplace Acknowledgement • Confidentiality Agreement • Corporate Compliance Document: California Corporate Compliance Training • HealthConnect Confidentiality and Non-Disclosure Agreement • Break the Glass 	Available on Complio

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	<p>Review:</p> <ul style="list-style-type: none"> • Faculty/Student Requirements • Tubing misconnections • Bar Code Medication Administration (BCMA) – Inpatient • Medication Administration Record (MAR) – Ambulatory • Bloodborne Pathogens Guideline • Emergency Codes Poster • Regional Safety Guidelines • Student Dress Code • TeamSTEPPS Pocket Guide 	Available on consortium website
	<p>Equipment - review to include blood glucose meter, IV pumps, and other equipment specific to the unit of the clinical rotation. Students to use Clinical Instructor's NUID to access blood glucose meters</p>	CNS/E or designee to orient instructor before arrival of students
	<p>Unit Tour - to include the area specific for the rotation and to specifically include:</p> <ul style="list-style-type: none"> • Environment of Care Flipchart • All safety information pertinent to the clinical area • The communication system on the unit • CODE equipment and its location • Chain of Command • Patient population served • All pertinent procedures associated with medication administration • Location and use of all safe patient handling equipment, personal protective equipment (PPE) and supplies • Patient Rights and Responsibilities 	CNS/E or designee to orient instructor before arrival of students
	<p>Parking:</p> <ul style="list-style-type: none"> • SDMC: Restricted to the 6th and 7th floors of the parking structure • Zion: Restricted to parking structure behind the hospital, along the outer perimeter of the top floor • No permit or tag is required 	FYI
	<p>Food can be stored in designated areas on the unit, and cafeteria employee prices are honored with the KP student name badge. Absolutely no food or drink at the nursing stations</p>	FYI
	<p>Valuables should be left home or secured in your vehicle as lockers are not available</p>	FYI