

## Worker

## **ORIENTATION, EDUCATION, AND COMPETENCY ASSESSMENT**

Welcome, we are excited to have you come support our team. The following document lists self-learning and on-line activities to help prepare you for our hands-on training and transition to caring for patients in our patient care areas.

The learning materials are found on our website Clinical Facility Temp Worker (intermountainhealthcare.org) URL: https://intermountainhealthcare.org/careers/nonintermountain-workforce/contingent-workforce/temporary-worker/contracted-labor/clinicalfacility/.

We recommend that you bookmark the website for reference during your stay. The website will have additional resources that you will find helpful during your stay in Utah if you are coming to us from outside the area.

### Initial orientation day/ On-boarding class

- Complete hands-on skills and have instructors sign your competency assessment document.
- ID badge  $\square$ 
  - Attending a central Contingent worker orientation class, pick up your badge before you leave. 0
  - Not attending a class, you will need to obtain your badge at your facility.  $\cap$ 
    - Badge access may take a day or two to be activated. If access is not working after two days, contact the local security department.
- Start the on-line modules. These need to be completed within 2 weeks of your start date or you will be pulled from the schedule. You will need to sign-yourself off on these modules on your competency assessment.
  - QR code will link you to the Non-Intermountain Clinical worker site.



Buddy:

#### **Unit Orientation**

- Have your "buddy" or charge nurse complete your Department Orientation Tour (DOT) when you arrive on the unit.
  - NOTE: You need to have a new DOT completed and signed every time you first arrive on any unit/facility. 0
- □ You will be scheduled for one orientation shift to shadow another caregiver/buddy. Your buddy must sign-off your competency assessment documentation.
  - Note: Make sure to bring your competency assessment document with you for your shifts during orientation. 0
- After your orientation shifts you will be receiving your schedules from your dedicated unit manager.  $\square$ 
  - Note: For nursing only: If you do not have a dedicated unit, your schedule will come from rusty.carlson@imail.org. 0

### NOTE: Return all paperwork within 2 weeks.

Contingent Workers return to intermountainCWM@rightsourcingusa.com NURSA nurses should return to Chyna.Walker@imail2.org

Find information on how to Activate your Intermountain Account on the Website using the above QR code.

Initial where indicated.

Name:

Key to abbreviations in the table: CW =Contingent Worker and Ed/TL=Educator/Team Lead.

**Primary Units** Behavioral Health RN Contingent Work--June 2022 All educators/team leads must date and initial each item on the skills assessment and sign at bottom of form as Intermountain representative.

COURSE REFERENCE NUMBER	COURSE NAME	TIME	DATE	CW INITIALS	Ed/TL INITIALS	N/A
Review for Hands-On	PT0051 Glucose Monitoring in Whole blood (Nova Stat strip Glucose Monitoring System) PT0051C1 – Content Test to complete and bring to training	15 min				
16329	N95 and PAPR for Bio Aerosol Protection	16 min				
13679	Restraints and Seclusions	12 min				
PREREQUSITE	OSHA Medical Questionnaire_WithSubmit.pdf – complete in preparation for N95 and PAPR trainer – <i>Completed</i>	5 MIN				
	Defibrillator Resources: Access the following modules via Zoll website R Series Videos (Software Version 14)					
website	<ul> <li>R series ALS: Brief Overview - Software v 14</li> <li>Introduction to R Series</li> <li>Basic Operation</li> <li>Patient Preparation</li> <li>Monitoring</li> <li>Advanced Monitoring Capabilities</li> <li>Defibrillation</li> <li>Synchronized Cardioversion</li> <li>Pacing</li> </ul>	30 min				
	<ul> <li>Real CPR Help and See-Thru CPR</li> <li>Support Functions</li> <li>Pediatric Patients Closing Summary</li> </ul>					
	Vocera User Training Videos Learn a name and a command Phone integration – calling an outside number Vocera Documents for Central Hospitals	3:26 min 1 min				
	Vocera 3000 command pocket card Vocera 3000 reference card	5 min 5 min				

JOB AID	<ul> <li>UKG/KRONOS</li> <li>Using the Time Clock</li> <li>Punching on the Web</li> <li>UKG App Tip Sheet</li> <li>Checking my Schedule in the Mobile App</li> </ul>	10 min				
	<ul> <li>COVID-19 Resources for caregivers: PPE-Masking Toolkit</li> <li>Standard Precautions: Hand hygiene and PPE</li> <li>How to wear a mask</li> <li>How to keep safe in the breakroom</li> <li>Cleaning your workspace</li> </ul>	6 min 5 min 5 min 5 min				
JOB AID	Medication Administration Job Aid	2 min				
JOB AID	Hospital Acquired Prevention Guide	2 min				
	SOURCE: The contingent employees can access the Lippincott Advisor					
COURSE REFERENCE NUMBER	COURSE NAME		DATE	CW INITIALS	Ed/TL INITIALS	N/A
ELF GUIDED	GENERAL "E-LEARNING" MODULES TARGETING ELECTRONI	C HEALTH	RECORD	) (Cerner =	iCentra) F	OR
211053	iCentra for Acute Nursing: Care Compass					
211055	iCentra for Acute Nursing: Search for Pts					
211061	iCentra for Acute Nursing: Navigate in iView					
211001						
211061	iCentra for Acute Nursing: Medication Administration					
	iCentra for Acute Nursing: Medication Administration iCentra for Acute Nursing: Manage Orders					
211063						
211063 211065 220388	iCentra for Acute Nursing: Manage Orders	AL HEALTH	1			
211063 211065 220388 ELF GUIDED	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA	AL HEALTH	     			
211063 211065 220388 ELF GUIDED 2879	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA Medication Administration: Cheeking Precautions	AL HEALTH	1			
211063 211065 220388 ELF GUIDED 2879 203877	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA Medication Administration: Cheeking Precautions Attempted Suicide Response	AL HEALTH	         			
211063 211065 220388 ELF GUIDED 2879 203877 16091	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA Medication Administration: Cheeking Precautions Attempted Suicide Response Stop Tobacco	AL HEALTH	1			
211063 211065 220388 ELF GUIDED 2879 203877 16091 179283	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA Medication Administration: Cheeking Precautions Attempted Suicide Response Stop Tobacco Using the ASSIST-Based Assessment		1 1			
211063 211065 220388 ELF GUIDED 2879 203877 16091 179283 254019	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA Medication Administration: Cheeking Precautions Attempted Suicide Response Stop Tobacco Using the ASSIST-Based Assessment Workplace Violence Prevention and De-Escalation		               			
211063 211065 220388 ELF GUIDED 2879 203877 16091 179283 254019 14350	iCentra for Acute Nursing: Manage Orders iAware GENERAL "E-LEARNING" MODULES TARGETING BEHAVIORA Medication Administration: Cheeking Precautions Attempted Suicide Response Stop Tobacco Using the ASSIST-Based Assessment Workplace Violence Prevention and De-Escalation Timeout, Physical Escort, Restraint and Seclusion Definitions		 			

244789	Communicating Respectfully with LGBTQ+ Individuals					
179296	CRAFFT Screening Tool (If working on a Pediatric Behavioral Health Unit)					
	Professional Boundaries					
13561						
16085	Columbia Suicide Severity Rating Scale (C-SSRS)					
14913	Commonly Abused Substances					
15206	Emergent Medication Side Effects					
13641	Recognizing and Reporting Abuse					
14916	Therapeutic Communication					
15913	Involuntary Commitment - Pink Sheets, Blue Sheets, White Sheets Fact Sheet					
2490	Safety Interventions for Patient on Suicide Precautions					
LIVE IN PER	SON HANDS ON AND DIDACTIC TRAINING – FOUNDATION	AL				
4844	Peripheral IV Insertion and Care	15 minutes				
7568	Enteral Feeding Pump	15 minutes				
96682	Infusion Pump	15 minutes				
		minutes				
TOUR FACI	LITY AND UNITS					
8709	Complete DOT (department orientation and tour) for each facility you will be working at.					
	Acute inpatient department tour and introductions					
UNIT ORIEN	NTATION / SKILL COMFIRMATION					
	SKILLS EVALUATION ills in the clinical setting (peer-to-peer evaluation). Educator/Team	Lead to init	ial & date	upon conti	ngent worke	er
6956	BLS First Responder					
4018	Mock Suicide Code					
8796	Seclusion and Restraints					
3212	Room Search					
3710	Visual Safety Checks					
3259	Patient Search					
3815	Belongings Search					
5468	Patient Safety Attendant					
4844	Peripheral IV Insertion and Care					
7568	Enteral Feeding Pump					
	NG/OG Tube Placement					
96682	Infusion Pump					
3308	Handheld Metal Detector					
7755						
6677	BH Patient Bed					

3197	Mental Status Assessment			
Unit Based	General admission process and expectations			
Unit Based	General discharge / transfer process and expectations			
Unit Based	Assessment: frequency and expectations			
Unit Based	Documentation expectations			
Unit Based	Labs: schedule, status e.g., STAT vs ROUTINE etc.			
Unit Based	Medication Administration: practice barcoding, pump association			
Unit Based	Patient Education diagnosis specific e.g. Patient medication (what they are, side effects)			
Unit Based	Patient identification: Two patient identifiers			
Unit Based	Interdisciplinary plan of care (IPOC) (Care planning)			
Unit Based	Unit workflow			
Unit Based	Treatment Team Meeting			

I have completed all the above-listed items and have had the opportunity to ask questions and clarify my understanding. All questions have been answered to my satisfaction. I understand the information presented in the above listed materials and understand that I am accountable for complying with these and with all Intermountain policies, procedures, and guidelines. I will not perform any treatment or use any type of equipment with which I am unfamiliar or uncertain. If I need further assistance with performance of my job, I will request assistance from my manager(s), educator(s), or appointed ambassador.

Once completed send completed document to Margaret Stocking intermountaincwm@rightsourcingusa.com

# NURSA nurses should return skills assessments and other orientation documents to Chyna Walker (imail2) <u>Chyna.Walker@imail2.org</u>

Contingent Worker Signature:		Date:
Printed Name:	Initials:	
Intermountain Representative Signature:		Date:
Printed Name:	_Initials:	
Intermountain Representative Signature:		_ Date:
Printed Name:	_Initials:	
Intermountain Representative Signature:		_ Date:
Printed Name:	_Initials:	
Intermountain Representative Signature:		_ Date:
Printed Name:	_Initials:	