



Pediatric RN Contingent Worker ORIENTATION, EDUCATION, AND SKILLS 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 \(intermountainhealthcare.org\)](https://intermountainhealthcare.org/careers/nonintermountain-workforce/contingent-workforce/temporary-worker/contracted-labor/clinical-facility/) URL: <https://intermountainhealthcare.org/careers/nonintermountain-workforce/contingent-workforce/temporary-worker/contracted-labor/clinical-facility/>.

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 paper.
- ☐ ID badge
 - Attending a central Contingent worker orientation class, pick up your badge before you leave.
 - Not attending a class, you will need to obtain your badge at your facility.
 - 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.



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.
- ☐ 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 paper with you for your shifts during orientation.
- ☐ After your orientation shifts you will be receiving your schedules from your dedicated unit manager.
 - Note: For nursing only: If you do not have a dedicated unit, your schedule will come from rusty.carlson@imail.org.

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.
 - Key to abbreviations in the table: CW =Contingent Worker and Ed/TL=Educator/Team Lead.
- | | | |
|-------|---------------|--------|
| Name: | Primary Units | Buddy: |
|-------|---------------|--------|

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	DEPT.	CW INITIALS	Ed/CC/TL INITIALS
	SELF GUIDED GENERAL “E-LEARNING” MODULES FOR REVIEW Contingent Worker to initial & date upon completion of e-learning. Manager/Educator/Designated Leader to mark any non-applicable modules.					
13785	Blood Product Administration	18 min		All		
Review for Hands-On	PT0051 Glucose Monitoring in Whole blood (Nova Stat strip Glucose Monitoring System) PT0051C1 – <i>Content Test to complete and bring to training</i>	15 min		All		
16329	N95 and PAPR for Bio Aerosol Protection	16 min		All		
13679	Restraints and Seclusions	12 min		All		
PREREQUISITE	OSHA Medical Questionnaire_WithSubmit.pdf – complete in preparation for N95 and PAPR trainer – <i>Completed and submitted digitally on the website.</i>	5 min		All		
Website	Defibrillator Resources: Access the following modules via Zoll website R Series Videos (Software Version 14) <ul style="list-style-type: none"> • R series ALS: Brief Overview - Software v 14 • Introduction to R Series • Basic Operation • Patient Preparation • Monitoring • Advanced Monitoring Capabilities • Defibrillation • Synchronized Cardioversion • Pacing • Real CPR Help and See-Thru CPR • Support Functions • Pediatric Patients Closing Summary	30 min		All		
Resource	Vocera User Training Videos Learn a name and a command Phone integration – calling an outside number Vocera Documents for Central Hospitals Vocera 3000 command pocket card Vocera 3000 reference card	3 min 1 min 5 min 5 min		All		
JOB AID	<ul style="list-style-type: none"> • Using the Time Clock • Punching on the Web • UKG App Tip Sheet • Checking my Schedule in the Mobile App 	10 min		All		

Resource	COVID-19 Resources for caregivers: PPE-Masking Toolkit <ul style="list-style-type: none"> Standard Precautions: Hand hygiene and PPE How to wear a mask How to keep safe in the breakroom Cleaning your workspace 	6 min 5 min 5 min 5 min		All		
JOB AID	Medication Administration Job Aid	2 min		All		
JOB AID	Hospital Acquired Prevention Guide	2 min		All		
CBT 14032	Acute Care of Bronchiolitis	20 min		All		
CBT 12753	The Crash Cart at Primary Children's Hospital. PCH Only, if doing hand on skills, do not need CBT	10 min		All		
CBT 13689	Pediatric Kidney Transplant	20 min		PICU/ Oncology		
CBT 13905	Care of the Pediatric Liver Transplant Patient	10 min		PICU/ Oncology		
CBT 12700	Administration of Hazardous Drugs and Spill Clean-up Process	30 min		PICU/ Oncology		
CBT 13726	Caring for the Patient Who Has Received Hazardous Drugs	12 min		All		
CBT 17048	Liver Transplantation: Care of the Living Donor	20 min		PICU		
CBT 21646	Nurse Administered Sedation Analgesia: Rapid Onset Medication Management	5 min		PICU		
CBT 13614	Pediatric Heart Transplantation	20 min		CICU/CCU		
CBT 2490	Safety Interventions for Patients on Suicide Precautions.	20 min		All		

CLINICAL PRACTICE RESOURCE: The contingent employees can access the **Lippincott Advisor and Procedure** resources by opening Lippincott Procedures at: <https://procedures.lww.com/lnp/home.do>, select login and then the self-enroll option. The self-enroll feature is good for 90 days.

COURSE REFERENCE NUMBER	COURSE NAME	DATE	DEPT.	CW INITIALS	Ed/CC/TL INITIALS
211053	iCentra for Acute Nursing: Care Compass		All		
211055	iCentra for Acute Nursing: Search for Pts		All		
211061	iCentra for Acute Nursing: Navigate in iView		All		
211063	iCentra for Acute Nursing: Medication Administration		All		
211065	iCentra for Acute Nursing: Manage Orders		All		
220388	iAware		All		

LIVE IN PERSON INSTRUCTOR LEAD EHR TRAINING (2 hours)

iCentra Trainer	Introduction and practice to basic functionality and navigation of Intermountain's EHR Cerner commonly referred to as iCentra. Topics addressed: Dashboard, tasks, assessment (iView), I/O's, blood administration, protocols/standing orders, medication administration (infusion pump association), orders management		All		
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----	--	--

COURSE REFERENCE NUMBER	Items to be passed off on unit	TIME	DATE	DEPT.	CW INITIALS	Ed/CC/TL INITIALS
IN PERSON HANDS ON TRAINING DURING DAY #1 – FOUNDATIONAL EQUIPMENT						
4242	Communication Device -Vocera SPO (set-up for unit) 10 minutes	10 min		All		
3011	Defibrillator – Zoll R-Series quick review	15 min		All		
Lab	Glucometer - Nova StatStrip	20 min		All		
20792	N95 SPO – 3M mask types 8210, 1860, 1860S and reprocessing Please make sure to bring your completed OSAH Medical Questionnaire – 4 stations	15 min		All		
7042	PAPR (powered Air Purifying Respirator SPO - TR600 Versa-flo - 2 stations	15 min		All		
8796	Restraints SPO	10 min		All		
Other common equipment that will be used but not trained to due to previous experience and expertise. Each unit has a nurse educator to help with any additional training questions. During each shift you will also have a “buddy” assigned to help answer any questions regarding protocols, guidelines, and or procedures that may be different.						
	<ul style="list-style-type: none"> • Bedside Patient Monitor / Central Monitor • Cardiac Monitors – Philips – for telemetry-based units • Central Lines • Feeding pump - Kangaroo • Infusion Pump – CareFusion / Alaris pump • Medication dispensing machine – AcuDose • Milk Warmer • Beds/Cribs • Totguard Infant security tags 			All		
TOUR FACILITY AND UNITS						
8709	Complete DOT (department orientation and tour) for each facility you will be working at.			All		
UNIT ORIENTATION / SKILL CONFIRMATION						
Clinical Coach ESSENTIAL SKILLS EVALUATION Observed skills in the clinical setting (peer-to-peer evaluation). Educator/Team Lead to initial & date upon contingent worker completion of skill.						
Unit Based	General admission process and expectations			All		
Unit Based	General discharge / transfer process and expectations			All		
Unit Based	Assessment: frequency and expectations			All		
Unit Based	Documentation expectations			All		
Unit Based	Intake / Output			All		
Unit Based	Labs: schedule, status e.g., STAT vs ROUTINE etc.			All		
Unit Based	Medication Administration: practice barcoding, pump association			All		
Unit Based	Patient Education diagnosis specific e.g. Patient medication (what they are, side effects....)			All		

Unit Based	Patient identification: Two patient identifiers			All		
Unit Based	Interdisciplinary plan of care (IPOC) (Care planning)			All		
Unit Based	Preoperative and postoperative care			All		
Unit Based	Unit workflow			All		
BELOW: OTHER SPECIALTY SKILLS/EQUIPMENT AS IDENTIFIED BY MANAGER/EDUCTOR ON UNIT.						

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)
Chyna.Walker@imail2.org

Contingent Worker Signature: _____ Date: _____

All Educators/ Clinical Coaches or Team Leads that oriented the CW must print, initial, sign and date below.

1. Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____

2. Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____

3. Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____

4. Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____

5. Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____