



EMERGENCY DEPARTMENT RNs CONTINGENT NURSING 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 \(intermountainhealthcare.org\)](https://intermountainhealthcare.org/clinical-facility-temp-worker) 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 document.
- ☐ 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 document 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 jen.chandio@imail.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: _____

COURSE REFERENCE NUMBER	COURSE NAME	TIME	DATE	CW INITIALS	CC INITIALS	N/A
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				
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				
16329	N95 and PAPR for Bio Aerosol Protection	16 min				
13679	Restraints and Seclusions	12 min				
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				
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				
	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				
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				

	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				
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SELF GUIDED GENERAL “E-LEARNING” MODULES TARGETING ELECTRONIC HEALTH RECORD (Cerner = iCentra)

Contingent Worker to initial & date upon completion of e-learning. Manager/Educator/Designated Leader to mark any non-applicable modules.

211055	iCentra for Acute Nursing: Search for Pts	10 min				
211061	iCentra for Acute Nursing: Navigate in iView	10 min				
211063	iCentra for Acute Nursing: Medication Administration	10 min				
Total online learning time		3 ½ hrs.				

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

COURSE REFERENCE NUMBER	COURSE NAME	DATE	CW INITIALS	CC INITIALS	N/A
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LIVE IN-PERSON INSTRUCTOR LED 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 (2 hrs.).				
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IN-PERSON HANDS-ON TRAINING DURING DAY #1 – FOUNDATIONAL EQUIPMENT

Groups of two rotations through each station

4242	Communication Device -Vocera SPO (set-up for unit)	10 minutes				
3011	Defibrillator – Zoll R-Series quick review	15 minutes				
Lab	Glucometer - Nova StatStrip	20 minutes				
20792	N95 SPO – 3M mask types 8210, 1860, 1860S and reprocessing Please make sure to bring your completed OSAH Medical Questionnaire – 4 stations	15 minutes				
7042	PAPR (powered Air Purifying Respirator SPO - TR600 Versa-flo - 2 stations	15 minutes				
8796	Restraints SPO	10 minutes				

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"> Cardiac Monitors – Philips – for telemetry-based units Central Lines (13567) Infusion Pump – CareFusion / Alaris pump Medication dispensing machine – AcuDose 					
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• Urinary Catheters						
TOUR FACILITY AND UNITS						
8709	Complete DOT (department orientation and tour) for each unit where you will be working.					
UNIT ORIENTATION / SKILL CONFIRMATION						
"BUDDY" ESSENTIAL NURSING SKILLS EVALUATION						
Observed skills in the clinical setting (peer-to-peer evaluation). Clinical Coach/Preceptor to initial & date upon contingent worker completion of skill.						
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	iCentra Launch point					
Unit Based	Intake / Output					
Unit Based	Labs: schedule, status e.g., STAT					
Unit Based	Medication Administration: practice barcoding, pump association					
Unit Based	Patient Education/discharge teaching, diagnosis specific e.g. Patient medication (what they are, side effects....)					
Unit Based	Patient identification: Two patient identifiers					
Unit Based	STEMI					
Unit Based	Sepsis					
Unit Based	Stroke					
Unit Based	EDI 5-level triage flowchart 5- Level ESI flowchart.docx					
Unit Based	Unit workflow					

Note: To be completed on the first scheduled day on the unit

I have completed the above-listed items and have had the opportunity to ask questions and clarify my understanding. Any and 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 being in compliance 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 the 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 jen.chandio@imail.org

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: _____

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