



Rehab Therapies Contingent 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 \(intermountainhealthcare.org\)](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 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 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:

COURSE REFERENCE NUMBER	COURSE NAME	TIME	DATE	Job Role	CW INITIALS	Ed/TL INITI ALS
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.						
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</i>	5 MIN		All		
	Vocera User Training Videos Learn a name and a command Phone integration – calling an outside number	3:26 mn 1mn 1 mn		All		
	Vocera Documents for Central Hospitals Vocera 3000 command pocket card Vocera 3000 reference card	 5 min 5 min		All		
JOB AID	<ul style="list-style-type: none">Using the Time ClockPunching on the WebUKG App Tip SheetChecking my Schedule in the Mobile App	10 min		All		
	COVID-19 Resources for caregivers: PPE-Masking Toolkit <ul style="list-style-type: none">Standard Precautions: Hand hygiene and PPEHow to wear a maskHow to keep safe in the breakroomCleaning your workspace	 6 min 5 min 5 min 5 min		All		
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. Medbridge is a site for evidenced-based solutions for quality professionals						
COURSE REFERENCE NUMBER	COURSE NAME	DATE	Dept	CW INITIALS	Ed/TL INITIAL S/A	
LIVE IN PERSON HANDS ON AND DIDACTIC TRAINING – FOUNDATIONAL						
iCentra	Introduction and practice to basic functionality and navigation of Intermountain’s EHR Cerner commonly referred to as iCentra					

TOUR FACILITY AND UNITS						
8709	Complete DOT (department orientation and tour) for each facility you will be working at.					
UNIT ORIENTATION / SKILL CONFIRMATION						
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.						
	Demonstrates proper patient verification			All		
	Demonstrates ability to safely transfer and transport patients as instructed by therapist.			PTA/RA/COTA		
	Demonstrates ability to access and navigate the Electronic Medical Record (EMR).			All		
	Follows written and/or verbal instruction as outlined by the therapist to assist patient in completing a previously established exercise program.			RA/PTA/COTA		
	Demonstrates and verbalizes understanding of safe patient handling			All		
	Appropriately applies supportive/orthotic devices.			PT/OT/RA/PTA		
	Uses all unit communication tools: <ul style="list-style-type: none"> White boards, handoff tools, schedule, vocera, email, huddle boards, team meetings, etc. 			All		
	Verbalize understanding of regulations and compliance expectations impacting patient care.			All		
	Describes patient precautions and movement restrictions.			All		
	Demonstrates standard cleaning practices of department and equipment.			All		
	Demonstrate safe use of lifting equipment.			All		
	Recognizes physical indicators of distress and assesses patient's physiological status. Communicate with therapist regarding patient condition			RA/PTA/COTA		
	Promotes rehabilitation philosophy of autonomy, respect, dignity and by completing tasks in a positive, appropriate, and private manner.			All		
	Prepares and supports group therapies under direction of a therapist.			RA/PTA/COTA		
	Encourage patient independence when completing tasks by involving them in their interventions.			All		
	Describe the importance of providing culturally sensitive care and provide examples of how to communicate to our patients in a culturally sensitive manner.			All		
	Demonstrate how to report an event using Safety Net.			All		
	Integrates standard tests and outcome measures for clinical decision making			ST		
	Utilizes, modifies, progresses, or discontinues the appropriate treatment interventions based on evaluation findings, physician (orders, patient diagnosis and patient age.			PT/OT/ST		

	Modify treatment plan based on patient performance and participation.			PT/OT/ST		
	Identifies available resources for appropriate communication accommodations.			All		
	Demonstrates proper use of modalities: Electrical Stimulation (FES, TENS), heat/cold application, contrast baths, ultrasound, etc.			All		
	Manages patient's medical devices: Urinary catheters, drains, tubes, O2, IV pumps, etc.			All		
	Demonstrates and thorough and complete evaluation			PT/OT/ST		

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: _____

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: _____ Initial

