

FACULTY ORIENTATION CHECKLIST GUIDE

1. Unit documentation

2. Pertinent unit equipment including but not limited to beds, scales, IV pumps, tube feeding pumps etc.

3. Unit medication administration process

4. Population served on the unit including age specific policies/procedures

5. Patient safety issues

6. Proper use of patient call systems

7. Roles of unit staff including nurse externs, nurse assistants and ward secretary

8. Isolation precautions relevant to the unit

9. PYXIS use, if applicable

10. Emergency procedures and emergency equipment as they apply to the unit

11. Patient identifiers

12. Actions to eliminate, minimize, or report risks. Procedures to follow in the event of an incident and/or adverse event including the need to report the event or incident. Reporting processes for common problems, failures, and user errors while attending their clinical experience.