SUBJECT: HOSPITALWIDE ORIENTATION OF NURSING SERVICES STAFF

1. PURPOSE:
   1. To introduce new Nursing Service employees to the hospital's mission, vision, philosophy, values, responsibilities, and requirements.
   2. To provide new Nursing Services staff with information that will assist the employee to adapt more readily to a new environment.
   3. The New Employee Orientation Course is designed to provide the employee with the initial job training and information as well as assess his or her abilities to fulfill specified responsibilities.

2. POLICY:
   1. All Nursing Services staff shall complete the New Employee Orientation (NEO) Course at the Training Center, which begins usually on his/her first day of employment at Coalinga State Hospital.
   2. All Nursing Services staff should successfully complete the New Employee Orientation Courses within the first 30 days of employment.
   3. The Training Center is responsible for coordinating and keeping track of employees orientation to the facility and providing Hospital wide orientation.
   4. All employees new to a worksite, including float staff, shall receive an orientation to the new work area from the supervisor, Shift Lead or designee, and shall sign that they received Orientation; this shall be sent to the training office and another copy will be sent to the Central Staffing office.
   5. All employees must successfully complete all mandated training throughout his/her employment at CSH, in order to meet the minimum requirements for individual care and safety.
   6. All Registered Nurses shall receive an Orientation to their role as a case coordinator, and a program specific orientation by the NOD. After New Employee Training and Orientation within the first 30 days.
3. **GENERAL INFORMATION:**

Hospital wide orientation for all new Nursing Services staff will include training in:

- Prevention and Management of Assaultive Behavior (PMAB)
- CPR
- Emergency Procedures
- First Aid
- Infection Control
- Fire, Life and Safety
- Suicide Precautions
- Individual Rights
- Therapeutic Relations
- Search for Contraband
- Continuous Quality Improvement (CQI)
- Organizational Ethics
- Sexual Harassment
- Special Incident Report Writing
- Age-Specific Training
- Group Techniques
- Bio-psychosocial Program
- Psychopharmacology
- Nursing Management of Psychopharmacology
- Principles of Medication Administration & ADR

- One Touch Glucose Monitoring System
- The Science of Forensic Psychiatric Nursing which includes:
  * Forensic Psychiatric Nursing
  * Charting format of WaRMS
  * Nursing Process
  * Nursing Documentation
  * Behavioral Systems Overview
  * Individual Acuity and Classification
- Department Presentations and Overview:
  * Human Resources
  * Labor Relations
  * Safety Center
  * Volunteer Services
  * Standards Compliance/Special Investigator
  * Employee Assistance Program
  * Equal Employment Officer Issues & Answers
  * Community Forensic Liaison Department
  * Rehabilitation Therapy Department
  * Multicultural Awareness

2. **Registered Nurses will also receive training in the following:**

- Blood Draw
- PPD administration
- Emergency Response
- I.V. review
- Change in Condition
- Pain Management

4. **PROCEDURE:**

1. Hospital wide orientation shall be conducted during New Employee Orientation (NEO) by the Training Center.

2. When the Hospital wide orientation is completed the Orientation Checklist will be Forwarded to Human Resources to be placed in the employee’s hospital file. A copy will be forwarded to the Program Director or Department Head for retention, and a second copy will be provided for the employee.