

Traveler Orientation Agenda

Monday:

- HR for Badge/parking sticker
- **ICU travelers** will take basic ICU test in conference center, 4th floor, NPD department. (0800-1530) Must pass with grade of 80.
- **EPIC training:** If you have used epic recently, you can test out. If not, you will have to attend a 1-2day class depending on the Epic training you need. You will not be able to schedule work days until you have completed EPIC. I am not in control of that schedule and it depends on available trainers.

Tuesday and Wednesday:

0800- 1700 (Tues) General Nursing Orientation

0800-1430 (Wed) General Nursing Orientation

Wednesday :

1430-1700 – traveler orientation start

- Computer training: AccessOne, Shiftwise, Insite, P&P site, Insite, Mosby's, lab information
- Online webpage completion – HR required modules
- Accucheck video, testing and controls
- **ED** sedation if needed

Thursday: (complete anything not done on wed afternoon)

0800 – 1700

- **LEARN modules** – including PCA (and testing), Blood transfusions and identifying reactions, and Sepsis

- **Procedural sedation: (ED only)**

Go to:

Insite/type sedation in search box/click on procedural sedation process/read this page/read all documents under procedural sedation self-study/ then you will test.

- **Give ICU Policies & Guidelines list to review.**
- **Verify ICU travelers have current NIH stroke certification**
- **Sign forms**
- **Apex testing Rhythms and EHAC**

Friday:

- ICU to unit orientation

Monday & Tuesday – 0800-1700 EPIC training if not tested out

Wednesday – Med-surg – unit orientation usually

Rev 022416 jkh

Rev 8/04/16

Rev 9/13/16

Rev 4/28/17 JH