



## Clinical Coordinator Orientation

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. General Orientation for Nursing Services Completed on:** \_\_\_\_\_

**C. Job Specific Orientation below.**

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
1. Location of Policy and Procedure Manuals	SDC/DON			
2. Infection Prevention <ul style="list-style-type: none"> <li>• Infection Tracking Forms</li> <li>• Resident Vaccination Program</li> <li>• Point of Care Equipment</li> <li>• Infection Watch</li> </ul>	IPN/SDC Infection Prevention Manual			
3. Wound Care <ul style="list-style-type: none"> <li>• Initiating TX for new skin concerns</li> <li>• Review of body audits and communication of concerns to Wound Nurse</li> <li>• Complete wound rounds with TX Nurse</li> </ul>	Treatment Nurse			
4. Therapy Services <ul style="list-style-type: none"> <li>• Communication to Therapy for Screenings</li> <li>• Weekly Medicare Meeting</li> </ul>	Therapy Team Leader			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>• Team Based Meetings</li> </ul>				
5. Documentation: <ul style="list-style-type: none"> <li>Medicare</li> <li>Medicaid</li> <li>HMO</li> <li>Weekly Summaries</li> <li>Quarterly Summaries</li> <li>Changes in Condition</li> <li>Incident/Accident</li> <li>Notification of MD/RR</li> </ul>	SDC/DON			
6. MDS Assessments and Care Plans <ul style="list-style-type: none"> <li>• Admission Assessments and Interim Care Plans</li> <li>• ARD Window for Documentation</li> <li>• Implementing Care Plans</li> <li>• Changes in Condition *Documentation</li> <li>• Care Plan Meetings</li> </ul>	MDS Coordinator/SDC			
7. Nutritional Services <ul style="list-style-type: none"> <li>• Weekly/Monthly Weight Process</li> <li>• IRONS Program</li> <li>• Diet Communication Forms</li> <li>• I&amp;O documentation</li> </ul>	Restorative Nurse/Director of Clinical Nutrition			
8. End of Month Review <ul style="list-style-type: none"> <li>• Comparing PO to Current MAR to New MAR</li> </ul>	DON/SDC/CC			

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<p>9. Specific Admission Duties:</p> <ul style="list-style-type: none"> <li>• Notify Team Members of arrival</li> <li>• Verify room and needed equipment is ready</li> <li>• Meet and greet resident and family upon arrival</li> <li>• Complete Admission Assessments</li> <li>• Initiate Interim plan of care</li> <li>• Orient to room, staff and roommate</li> </ul>	DON/SDC/MDS/CC			
<p>10. Specific Planned Discharge Duties</p> <ul style="list-style-type: none"> <li>• Verify discharge order</li> <li>• Complete discharge summary</li> <li>• Review discharge summary and medications with resident and/or Resident Representative</li> <li>• Provide teaching as needed</li> <li>• Document how resident left facility and who they left with.</li> </ul>	DON/SDC/CC			

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11. Changes in Condition <ul style="list-style-type: none"> <li>• Identifying and Communicating Changes</li> <li>• Documentation of change</li> <li>• Notification of MD and RR</li> <li>• Post change documentation</li> </ul>	DON/SDC/CC			
12. Transfer to Hospital <ul style="list-style-type: none"> <li>• Verify PO unless 911</li> <li>• Notify resident representative</li> <li>• Send current PO, labs, special instructions</li> <li>• Complete transfer form and Infection transfer form</li> <li>• Call report to ER</li> <li>• Document Discharge</li> </ul>	DON/SDC/CC			
13. Lab and X-ray Log <ul style="list-style-type: none"> <li>• Routine Labs</li> <li>• One time order labs/x-rays</li> <li>• MD/RR notification of results</li> </ul>	SDC/DON/CC  Nursing Policy and Procedure Manual			
14. ECG Process	SDC/CC			
15. Staff Accident & Incidents <ul style="list-style-type: none"> <li>• Reporting A&amp;I's</li> <li>• Triage Line</li> <li>• Workman's Comp Report</li> </ul>	HR/Administrator/SDC			

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16. Pharmacy Report <ul style="list-style-type: none"> <li>• Review of Medications</li> <li>• GDR recommendations</li> <li>• Nursing Recommendations</li> <li>• Physician Recommendations</li> </ul>	Pharmacy Consultant/DON/CC  Nursing Policy and Procedure Manual  Pharmacy Policy and Procedure Manual			
17. Medications <ul style="list-style-type: none"> <li>• How to Order New/refill medications</li> <li>• Preauthorization for medication</li> <li>• Controlled Substance Policy and Procedure</li> <li>• Narcotic Count Sheets</li> <li>• Reporting narcotic discrepancies.</li> <li>• Discontinued Medications</li> <li>• Obtaining and Transcribing Physician Orders.</li> <li>• 24 hour Chart Check</li> <li>• Complete a Medication Pass with Charge Nurse</li> </ul>	SDC/CC/DON  Nursing Policy and Procedure Manual  Pharmacy Policy and Procedure Manual			
18. Team Huddles <ul style="list-style-type: none"> <li>• Changes in Condition</li> <li>• Admission/Discharge</li> <li>• Care Plan Updates</li> </ul>	DON/ADON/CC			

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19. Daily Team Assignments <ul style="list-style-type: none"> <li>• Assigning Based on Acuity</li> <li>• Giving and Receiving Report</li> <li>• Making Rounds with Team</li> </ul>	SDC/CC			
20. Morning Meeting Agenda	Administrator			
21. Abuse Reporting and Investigations <ul style="list-style-type: none"> <li>• Resident Safety</li> <li>• Assessments</li> <li>• Giving and Obtaining Statements</li> <li>• Notifications</li> <li>• Documentation</li> </ul>	DON/Administrator			
22. Incident and Accident Investigations <ul style="list-style-type: none"> <li>• Reporting I's &amp; A's</li> <li>• Obtaining/Giving Statements</li> <li>• Documentation Post I &amp; A</li> <li>• Root Cause Analysis</li> <li>• Developing Interventions</li> <li>• Implementing Interventions</li> <li>• Staff Education</li> <li>• Evaluate Interventions</li> </ul>	DON/ADON/MDS Coordinator			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
23. Weekly Risk Committee Meetings a) Wound Care b) Weight Loss/Gain c) Accident and Incidents d) Antipsychotic Medication e) Infection Prevention	DON/ADON			
24. Job Description	DON/ADON			

**D. Nursing Skills Check Completed on:** \_\_\_\_\_

*(Attach skills check to this orientation.)*