



Team Leader 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"> • Infection Tracking Forms • Resident Vaccination Program • Point of Care Equipment • Infection Watch 	IPN/SDC Infection Prevention Manual			
3. Wound Care <ul style="list-style-type: none"> • Initiating TX for new skin concerns • Review of body audits and communication of concerns to Wound Nurse and/or Clinical Coordinator 	Treatment Nurse			
4. Therapy Services <ul style="list-style-type: none"> • Communication to Therapy for Screenings • Weekly Medicare Meeting • Team Based Meetings 	Therapy Team Leader			
5. Documentation: <ul style="list-style-type: none"> • Medicare • Medicaid 	SDC/DON			

<ul style="list-style-type: none"> • HMO • Weekly Summaries • Quarterly Summaries • Changes in Condition • Incident/Accident • Notification of MD/RR 				
<p>6. MDS Assessments and Care Plans</p> <ul style="list-style-type: none"> • Admission Assessments and Interim Care Plans • ARD Window for Documentation • Implementing Care Plans • Changes in Condition • Documentation • Care Plan Meetings 	MDS Coordinator/SDC			
<p>7. Nutritional Services</p> <ul style="list-style-type: none"> • IRONS Program • Diet Communication Forms • I&O documentation 	Restorative Nurse/Director of Clinical Nutrition			
<p>8. End of Month Review</p> <ul style="list-style-type: none"> • Comparing PO to Current MAR to New MAR 	DON/SDC/CC			
<p>9. Specific Admission Duties:</p> <ul style="list-style-type: none"> • Notify Team Members of arrival • Verify room and needed equipment is ready • Meet and greet resident and family upon arrival • Complete Admission Assessments • Initiate Interim plan of care • Orient to room, staff and roommate 	DON/SDC/MDS/CC			

<p>10. Specific Planned Discharge Duties</p> <ul style="list-style-type: none"> • Verify discharge order • Complete discharge summary • Review discharge summary and medications with resident and/or Resident Representative • Provide teaching as needed • Document how resident left facility and who they left with. 	DON/SDC/CC			
<p>11. Changes in Condition</p> <ul style="list-style-type: none"> • Identifying and Communicating Changes • Documentation of change • Notification of MD and RR • Post change documentation 	DON/SDC/CC			
<p>12. Transfer to Hospital</p> <ul style="list-style-type: none"> • Verify PO unless 911 • Notify resident representative • Send current PO, labs, special instructions • Complete transfer form and Infection transfer form • Call report to ER • Document Discharge 	DON/SDC/CC			
13. ECG Process	SDC/CC			

<p>14. Staff Accident & Incidents</p> <ul style="list-style-type: none"> • Reporting A&I's • Triage Line • Workman's Comp Report 	<p>HR/Administrator/SDC</p>			
<p>15. Medications</p> <ul style="list-style-type: none"> • How to Order New/refill medications • Preauthorization for medication • Controlled Substance Policy and Procedure • Narcotic Count Sheets • Reporting narcotic discrepancies. • Discontinued Medications • Obtaining and Transcribing Physician Orders. • 24 hour Chart Check • Complete a Medication Pass with Charge Nurse 	<p>SDC/CC/DON</p> <p>Nursing Policy and Procedure Manual</p> <p>Pharmacy Policy and Procedure Manual</p>			
<p>16. Team Huddles</p> <ul style="list-style-type: none"> • Changes in Condition • Admission/Discharge • Care Plan Updates 	<p>DON/ADON/CC</p>			
<p>17. Daily Team Assignments</p> <ul style="list-style-type: none"> • Assigning Based on Acuity • Giving and Receiving Report • Making Rounds with Team 	<p>SDC/CC</p>			

<p>18. Abuse Reporting and Investigations</p> <ul style="list-style-type: none"> • Resident Safety • Assessments • Giving and Obtaining Statements • Notifications • Documentation 	DON/Administrator			
<p>19. Incident and Accident Investigations</p> <ul style="list-style-type: none"> • Reporting I's & A's • Obtaining/Giving Statements • Documentation Post I & A • Root Cause Analysis • Developing Interventions • Implementing Interventions • Staff Education • Evaluate Interventions 	DON/ADON/MDS Coordinator			
<p>20. Midnight Census</p> <ul style="list-style-type: none"> • Residents in the facility at Midnight 	DON/SDC			
<p>21. Review and Sign Job Description</p>	Administrator			

D. Nursing Skills Check Completed on: _____

(Attach skills check to this orientation.)