Contracted Nurse Clinical Orientation Log

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Purpose:

To walk a new hire through nurses training in an order that make sense, instill confidence in case management, and ensure patient/employee satisfaction.

Regulation: G944-484.105(b)(1); G952-484.105(b)(1)(iv).

CHAP: HRM.2.D

Measurement:

1. 100% of New nurses complete the training
2. This process is printed, initialed-off and included in the new employee's HR file,

Date of New Hire	
	Name
New Hire	
Executive Director	
Clinical Manager	
Preceptor/Trainer's	

Process:

1. **Clinician** will use this Training log throughout there orientation period-hard copy will be kept in training folder and upon completion will be turned into branch leadership to file in employee record.
2. **Branch Orientation Section** will be with branch leadership starting on day 1, and then scheduled times to ensure completion with the end result, all areas are Initialed Acknowledging Completion.
3. **Clinical Orientation Section** has independent studies that can start on first day and continue throughout orientation with the end result, all areas are Initialed Acknowledging Completion. Focus to review majority of content in first 2 weeks to allow implementing during patient visits.
4. **Branch Leadership/Trainer** to work with New Hire to ensure that the recommended amount shadow visits and independent visits are completed to ensure knowledge of home care and case management.
   1. Ensure FIT Testing and TB screening/testing is completed prior to any home visits .

Productivity Expectations	
Week 1: 40-60% productive	Focus on Branch & Clinical Training log completion, Shadow if applicable
week 2: 100% productive	Work with Branch to ensure Productivity and and Q&A needed from orientation log

Branch Orientation

The items in this portion of the training log are to be overseen by Branch Leadership over the first week of orientation.

With Executive Director/Designee in Office	Branch Leadership Notes	Initials Acknowledging Completion
Welcome to Aveanna	watch video	
Welcome Clinical Branch Guidance	Review Q&A	

TB Monitoring	E.D or Clinical Manager Review TB requirements for any required testing	

Review of Technology
• Teams overview-if applicable
   ○ Share screen
   ○ make calls
   ○ HCHB PointCare - Uploading Photos to Teams
• Email-review how to contact and HIPPA precautions
• DUO
• Ring Central
• Point Care App log in
• Point Care Training App log in
• OLH learning/HCHB Training- (if needed)
• Translator App (Insight)
• Knowledge Base Basics
	Executive Director to review each item with the new hire to show the basics and how to maneuver the technology.
	Assigned by IT or E.D assigned by 5 digit User Name and AVEANNA is server code for Point Care. Training app- 5 digit code the same server code is AVEANNATRN2	

HCHB PointCare Access and Review HCHB PointCare Daily Review HCHB Point Care Navigation of Medical Records Training Video - HCHB Pointcare Navigation	Review	
Review entering Non-Visit activity for orientation AV Homecare Homebase Newsletter HH Non Visit Activity in PointCare.pdf 📎	Ensure employee understand which to choose. Enter NVA for orientation time and meeting times to track productivity	
Every Wednesday do a Selective Refresh in Point care • Log into Point Care • Click on three dots in upper right hand corner • Choose Maintenance • Choose Communications • Choose Selective Refresh ○ Select All	Guide in Point Care how to do this-explain importance that it pulls all updated content into the documentation	
1. Update FDB (Medications) on PointCare by following this process: • Log into PointCare • Click on the three dots in the upper right corner. • Choose Maintenance • FDB Update Please ensure you are performing this action after the first Monday of each month to obtain the most current medication updates within Point Care.		
Service Center Phone Number = 833-AHC-Help (833-242-4357)	Review	
With Clinical Manager in Office/or Designee	**Branch Leadership Notes**	**Initials acknowledging completion**
Aveanna Code of Conduct is available for your review.	Click on link to see Code of Conduct and is aware this is on the public domain for review at any time.	
Clinician PPE Video	Employee to watch videos and then be checked off on New Hire Skills Tool in the Orientation folder	

Fit testing
  • OSHA Respirator Medical Evaluation Questionnaire 📎
  • FIT Testing Form 7.13.2022.pdf 📎
	Store in employee HR file
	Explain that Fit testing is done annually or if there is a change in employee medical/physical status	

Bag Technique-Supply Review Bag Technique Video: https://360.articulate.com/review/content/4df1f475-f630-4304-8298-35ec77a21cb8/review	Review Bag technique and infection control with tablets Review of vehicle set up for infection control and HIPAA safety for PHI	
Nurse Expectation Overview	Review article-Q&A	
New Hire Competencies Skills Overview	Contracting company to provide proof of competency- if no competency provided by contracting agency, then use this tool	
Intake • Intake Basics For Clinician	Clinical Manager to review office specifics for referral process	

• Medication Reconciliation Training-
     ○ Pill bottle workshop
     suggest to be done around week 1 of orientation
	Clinical Manager will guide clinician through workshop discuss findings and process on how to reconcile medications-	

Read Mantoux-if applicable 1. Before 1st Visit	set up date for 2nd test if applicable	

Clinical Orientation

To be completed over 2 weeks- focus to be in the first week completing below section to allow remainder of time spent in home with patients to allow productivity needs to be met.

The items in this portion of the training log are independent study. Please reach out to branch leadership or your preceptor/trainer with any questions on this content. **General Home Care and Routine Visits**	**Preceptor or Trainer to review.** **Trainer Notes**	**Initials acknowledging completion**
Home Care Basics	• watch video	
Orientation to Home Health Home Visits	• watch video	
Orientation to Home Health Staff Responsibilities	• watch video	
Procedure for Patient Complaints	• Contact branch leadership with questions	
Procedure for Patient Occurrence	• Review article	
Procedure on Infection Control HCHB Entering Client Infections	• Review Bag technique and expectations	

Procedure for Wound Care
    • Note policy for measuring wounds weekly
        ○ Buddy code assigned to remind
    • HCHB PointCare - Uploading Photos to Teams
        ○ Wounds must be labeled in photo with name/date/wound location
        ○ Buddy code assigned to remind
    • HCHB Adding a Wound to ICC
    • HH Adding Wound Orders to ICC
	• Review articles.
	• Wound orders must be specific and written as ordered.
	• Ensure ICC templates are written to show what specific wound care was provided	

Clinician Documentation Practices Aveanna Approved Abbreviations PointCare Physical Assessment: Nursing Assessment/Plan Skilled Documentation 📎	• Expectation that all skilled visit notes need to be signed and synced same day. • Assessment time points need to be synced over within 1 day per timing guidelines.	
HCHB Claim Codes for MDCR billing	• Default is direct skill- if this applies to visit, just click save in Point Care.	
PointCare - Split Screen/Pop-Up Screen Options - Two Applications Displayed Side by Side	• Split Screen is an Android feature on your tablet that can assist in efficiency with documentation.	

HCHB - Medication Setup Mid-West- State requirement for Minnesota- MN clinicians mandatory	Review entire article with and assure that they completely understand how to chart in on printed tool and send in via photo submission process	
HCHB- Documenting to a Pathway	• Each intervention needs to be charted to at each visit, patient response and plan for next visit	
HCHB-Service Addendum	Q&A- remind that Patient Instruction Sheet needs to be added to the home admission folder either when brought out to home or mailed to home. Check home folder during routine visits to ensure it is present	
HCHB Ordering Supplies in Point Care	Q&A	
Supervision of a HHAide Case	Skilled cases with aides must be supervised at least every 14 days (RN10 code). All non- skilled in home every 56-60 days. Annual in person must be documented on each aide.	

• Admission Tip Tool
    • Admission Visit Preparation
    • HCHB-Admission Visit
    • RN Admission Therapy Only-Contracted
	Q&A	

• Recertification
        ○ Recert Tip Tool
    • Resumption of Care
    • Transfer to Inpatient Facility
        ○ Transfer Tip Tool
    • Discharge from Agency
        ○ Discharge Tip Tool
	Q&A	

• HCHB-Adding Calendar • HCHB Pathways • PRN Visits-Powerpoint Training ○ Nature of PRN visits should be added to the narrative to allow back office to add to Plan of care.	Q&A	

Call us First	Note Admission folder **must** be present in all homes due to important contact info and patient written instructions. Best practice to hand the call me first flyer on refrigerator or out in open for a reminder	
Patient Booklet Admit Packet • HH Patient BOOKLET ○ Admission Booklet Video Review • Aveanna Comm Emergency Guide 📎	New Hire to read then Q&A	
HCHB Patient Consent	Q&A- In back pocket of orientation folder there is a paper example to review what will be filled out and left with patient in home. Electronic and paper form must mirror each other.	
Individual Emergency Plan	Remind that these need to be completed and sent to office via photo submissions process	
Vulnerable Adult Individual Assessment Mid-west Specific MN only	If patient is assessed as vulnerable the safety measures on Plan of Care will need to address how patient will be safe	
Zone Tools Educational Handouts Medication Handout Tools Safety Handout Tools	These are educational tools that can be given to patients to help educate them to a specific need. All education should be documented in the visit note and the patients response.	
HCHB LPN Supervision	Q&A	

IMPORTANT - Upon completion of the orientation, the contracting clinician needs to sign and date the attestation below. This will serve as an attestation of the completion of the Aveanna contracting clinician orientation. Contracting company will keep this signed contractor orientation document on file, retrievable upon request by your local Aveanna branch.

Clinician Attestation:

RN Signature:_____ Date: _____

Manager or Director Signature: _____ Date:_____

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