Contracted Nurse Orientation Folder Setup

Last Modified on 08/15/2023 1:44 pm EDT

Purpose:

Use this process for any new nurse to organize the clinical orientation.

Regulation:

Policy:

Measurement:

1. 100% of training complete within 5 weeks of hire
2. 100% of monitoring complete within 3 months of hire

Process:

1. Create a physical 2 pocket 3 prong folder to store all the new hire training logs and materials
2. Print this material to prepare Orientation Training Folder
    1. New-hire-nurse-front-pocket 10.26.pdf
    2. Training Log (placed in the middle section in front for easy access to work through log)
    3. Back Pocket Pages
        1. Florida specific: Florida State Elder affairs written Alzheimer's information.pdf

        NOTE: Do not make additional copies beyond the new hires for the week. This content changes frequently.

        1. Front Pocket
            1. Welcome to Aveanna Letter
            2. Aveanna Core Values
            3. My Contacts and Notes
            4. Hep B Form
            5. TB Questionnaire
            6. Osha-Medical Questionnaire
            7. FIT testing form
            8. Employee PPE Form
            9. Aveanna Approved Abbreviations
            10. Service Code Description
            11. New Hire Competency Skills Checklist- this will be turned in after completion
        2. Middle Section- The materials will be left in the blue folder at all times
            1. Training Log- this will be copied and turned in at end of orientation
        3. Back Pocket - Reference materials for use during the training. The case manager can take them.
            1. OASIS Scoring Guide
            2. HCHB Assessment Guides
            3. 485 - Plan of Care (POC)
            4. Drug Regimen Review Process for Orientation
                1. Example 485 pre-filled
                2. Patient medication list from EMR
                3. Clinic Copy of med list
                4. Hospital copy of med list
                5. Interaction example
                6. Blank Order Tool
            5. Chapter 7 and CoPs Self Reading

Confidential - Aveanna Healthcare