NORTHWEST Kidney Centers

Charge Nurse Orientation

Not to be Used as a Competency Checklist

Name of Nurse: _____ **Unit:** _____

(*Printed*)

RN ☐   LPN ☐

Orientation Objectives:
By the end of this training, the preceptor should have covered the topics listed below so that the learner will be able to:

1) Demonstrate ability to monitor overall unit function and patient care.
2) Provide staff direction through assignment and delegation.
3) Recognize patient and unit emergencies and respond per NKC policy and unit protocol.
4) Recognize when to transfer complex patient/staff situations to the available RN, or RN with more experience, or to the appropriate member of the multidisciplinary team.

Subject/Skill	Topic Discussed or Demonstrated	Date of Completion	Comments
Prior to Orienting to Charge the NKC Nurse Must Have Successfully Completed the Following Competency Checklists			
• Blue Hemodialysis Clinical Competency Checklist			
• Medication Competency Checklist			
• Water Treatment Checklist			
AT BEGINNING OF SHIFT: CHARGE NURSE			
Adjust schedule for:			
• Sick Calls			
• Staff Breaks (scheduling)			
• No Shows (patient)			
• Assigned Tasks			
• Patient Backup Runs			
• Extra Runs			
• Assess Staff Assignments for Appropriateness			
How to Start-Up Unit in AM (If Applicable)			
• Disarm Unit Alarms			
• Turn on Water			
Monitoring			
• O2			

*Actions to Take for O2 Alarms			
*How to Turn Off Main Valve			
• H2O			
*Check Every 3 Hours (FSS or Nurse)			
• √ Refrigerator Temps for Labs			
• √ Daily Emergency Checklist Has Been Completed			
• √ Emergency Phones (Red Phone)			
PATIENT ASSESSMENTS			
Stable or Unstable			
• Dialyze in Unit or Not			
• Call Medics			
• Significance of "Gut" Reaction			
Access			
• Familiar with Access Monitoring Program			
• Able to use Ultrasound Scanner			
• Assessing Readiness of Fistula			
*How to assess for maturation			
• Knows how to follow through on the "Catheter Out" Initiative			
• Assesses Problems and Directs Interventions			
• Managing Clotted Accesses			
• Uses cyberREN Access Screen			
Patient Monitoring			
• Height Measurements			
• B/P Cuff Measurements			
• DWE			
• Anti-Coagulation Needs			
• Knows Heparin Dosing Adjustment Protocol			
*Intervention for Prolonged Bleeding			
• AMA Forms (Scanned)			
• Policy for Bathroom Breaks (Patients)			
Patient Rounds			
• Fluid Removal set correctly			
• Machine Settings			
• Access Visible			
• Blood Flows			
• Counter Current Flow			
• Correct Concentrate			
PHYSICIAN ORDERS			
• Who Can/Cannot Prescribe for Our Patients			
• Taking Orders			

*Fax			
*Written			
*Verbal			
*Direct into cyberREN			
• POLST Orders			
• NKC Standing Orders			
• S.O. for changing K+ baths			
• Processing Orders			
MEDICATIONS			
Ordering Meds			
• How to Order from Pharmacy			
• Receiving Med Deliveries			
• Rotating Stock			
• Unit Charges			
Handling Narcotics			
• Who Can Administer			
• How Are They Signed Out			
• How Are they Ordered			
• Drug Counts (Narcotics)			
• Wasting a Med			
• Response to Incorrect Count			
LABS			
• Critical and Panics			
• Critical Labs Notifications on the Weekdays			
• Critical Labs Notifications on the Weekends			
• Contacting Lab Regional Rep.			
• NKC Lab Reference Book			
• Monthly Labs			
• Recirculation Studies			
• Blood Cultures			
• KT/V (pre/post BUN)			
• Residual Renal Function			
• Entering Lab Orders			
• Problem Solving Lab Printer			
• Printing Labels			
• Viewing & Printing Reports			
• Reporting Problems			
EMERGENCIES			
Codes			
• Know where to locate the current DNR patient list			
• Initiate Code Check List			
• Ensure all Patient Assignments are Covered			
• Follow up Documentation			
• Restock items used			
CN role with Patient Emergencies			
• Major Blood Loss			

• Anaphylaxis			
• Seizures			
• Falls Assessment/Documentation			
• Needle Dislodgement			
• Wrong Dialyzer			
• Wrong Bath			
• Hypoglycemia			
• Initiation of Safe Medical Device Act			
CN role with Facility Emergencies			
• Function of EOC			
• Fire			
• Earthquake			
• Flood			
• Bomb			
• No Power/No Water			
• Volcano			
CN role with Staff Emergencies			
• BBP Exposure/Red Envelope			
• Cardiac Arrest			
• Injuries/Falls, etc. (When to send to ER)			
• Filling out SASs			
• Filling out L&I Forms (Notify HR for On-The-Job Injuries)			
EDIE SYSTEM			
• Communicating Event			
• If not Hospitalized…			
NON – ROUTINE PATIENTS			
• Policy for running pt. 4X/wk			
AKI PATIENTS			
• Acute Orders/Goals			
NEW PATIENT ADMITS: Refer to Care Manager			
• All Referrals Come Through Patient Services Coordinator			
• Initiate New Patient Packet			
• Enter New Orders			
• Schedule Station for Run			
• First Run Consents Signed			
• Use of <In-Demand Interpreting>			
NURSING HOME PATIENTS			
• Calling Nursing Home with Post Dialysis Critical Information			
• Running the Hemo Session-Nursing Home Report and Faxing it.			
VISITING PATIENTS: Refer to Adrian			
• Enter Orders			

• Assigned MD (Local Nephrologist)			
• Payment Rec'd			
• Transient Labs			
• ABN Forms (Advance Beneficiary Notice of Noncoverage).			
• Schedule Station for Run			
• Medical Agreements/Risk			
• Payment for Meds			
END OF SHIFT - CHARGE NURSE			
• Discharge ALL Patients			
• Run Med Report and Review			
• Supervise Completion of Chores			
• Do Med Count and Document			
CLOSING UNIT – CHARGE NURSE			
• Machines Turned Off			
• R/O Turned Off			
• Med Room Locked			
• Biohazardous Waste Removed			
• Building Locked - Alarms Set			
• Crystal Reports: Utilizing the Charge Nurse Reports			
LEADERSHIP			
• Know Scopes of Practice			
*RN			
*LPN			
*DT2			
*FSS			
*Unit Coordinator			
• Transportation Aide			
• Delegates According to Employee Scope of Practice and Skill Set			
New Employees			
• **Attended Preceptor Class**		Date:	
• Supervise Orientee Assignments			
• Supervise the Preceptor			
Managing Conflict (Patients, Staff, Visitors)			
• Challenging Patient Program Reviewed following procedures knows where they are located: *Patient Conduct *Staff Patient Problem Solving *Conflict Debriefing *Clinical Action Plans *Structured Behavioral *Assessments			

*Patient Transfer and Discharge			
• Handling Threats and Aggressive Behavior			
• Use of NKC Contracts			
• Handling Complaints (Staff/Patient/Visitor)			
• Transportation Problems and Taxi Script.			

Preceptor Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Orientee Signature: _____ Date: _____