

Employee Name: _____

Training Period: _____ to _____

Primary Nurse Orientation Checklist

This checklist can be used to both orient new Primary Nurses and as an aid at any time to help organize and make sure everything is addressed.

	TOPIC	Initials Preceptor	Comments
1.	New Patient Admissions		
	<ul style="list-style-type: none"> Verify and enter orders, present treatment consent, initiate training materials, enter current meds, perform <New Patient Assessment>. 		
2.	Access Management Plan		
	<ul style="list-style-type: none"> Be able to access and follow the flow sheets for using a new fistula and graft, Be familiar with the Catheter Out Policy, tracking, and MD follow-up Access Pathway Managing access problems, Interventional radiology process Successfully use the Lumify to assess a patient's access 		
3.	Volume Management		
	<ul style="list-style-type: none"> Recognize when a DWE is needed, how to do a DWE, and when to notify MD of volumes related issues 		
4.	Medication Reconciliation		
	<ul style="list-style-type: none"> See Medication Reconciliation Standard Work 		
5.	Hospitalizations		
	<ul style="list-style-type: none"> See Hospitalizations Admissions/Discharges Standard Work 		

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	Topic	Initials Preceptor	Comments
6.	Monthly patient education		
	<ul style="list-style-type: none"> Know where to access premade teaching materials and how to document that teaching has occurred Plan of Care POC / CIA process Stable/Unstable Status 		
7.	Ascend Lab		
	<ul style="list-style-type: none"> Using the Lab Standard Work (KNET) enter orders, move patients, find results, and follow-up on critical/panic notices Lab value interpretation Ascend reports 		
	<ul style="list-style-type: none"> Monitor lab values related to the chronic dialysis patient and know when to escalate to MD, Dietician, Charge Nurse 		
8.	Vaccines/Blood/Narcan/Epi		
	<ul style="list-style-type: none"> Be familiar with the policy and procedures for administering these medications safely 		
9.	Standing Orders and Medication Adjustments		
	<ul style="list-style-type: none"> Use orders & procedure for adjusting Iron 		
	<ul style="list-style-type: none"> Use orders & procedure for adjusting Zemplar 		
	<ul style="list-style-type: none"> Use orders & procedure for adjusting Mircera 		
10.	QAPI Process		
	<ul style="list-style-type: none"> QIP measure goals NKC QIP goals 		
11.	TB Surveillance and Testing		
	<ul style="list-style-type: none"> TUBERCULIN SKIN TEST (TST): Patient Administration and Reading of Results Standard Work (KNET) 		
12.	Successfully read and review the following:		
	<ul style="list-style-type: none"> Osteo Learning Activity (KNET Education) 		
	<ul style="list-style-type: none"> Anemia Learning Activity (KNET Education) 		

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	Topic	Initials Preceptor	Comments
	<ul style="list-style-type: none"> Fall Assessment WebEx 		
13.	Complete the following:		
	<ul style="list-style-type: none"> Begins to take on patients (number varies with unit size and number of nurses) and be their primary care nurse under the supervision of the Clinical Manager or designee 		
14.	SBAR		
	<ul style="list-style-type: none"> Situation Background Assessment Recommendation 		

I have read the assigned materials, completed my training, and feel confident to move forward with my new role. If I run into a situation I am unfamiliar with, I will consult with another nurse prior to proceeding.

Orientee: _____

Date: _____

Preceptor: _____

Date: _____