

# ***ORIENTATION PACKAGE FOR ALL NURSING GRADES***



*Issue date: July 2018  
Review date: July 2021*

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<b>Orientation programme received by nurse and explained by preceptor</b>
<i>Signature of Preceptor:</i>
<i>Signature of Nurse:</i>
<i>Date:</i>

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## INTRODUCTION

The Senior Nursing Management team and I, the Director of Nursing, would like to take this opportunity to welcome you to the Our Lady's Children's Hospital. We at our Lady's Hospital, pride ourselves on the quality Nursing care we deliver to our patients / parents and families.

In order to prepare you for this task, we have put together this booklet that can be used as an orientation guide, to assist you. This booklet, is divided into 3 sections, with each section having a series of activities. The Clinical Nurse Manager / Clinical Facilitator / Preceptor facilitating your orientation, will review this document with you during the first interview of your placement and decide which aspects of this general orientation, are required by you for the purpose of working in your specific area. The document is not intended to be prescriptive and aspects of it, may or may not be required. The orientation document, will then be reviewed during your intermediate interview, in order to ensure that all required sections have been addressed. The boxes on the left of the page will denote those areas suggested by your orientation facilitator. This document is not intended to be prescriptive and can be streamlined to suit your specific needs.

On completion, we would appreciate if you would complete the evaluation form and return it to your orientation facilitator. This will assist us in the fine tuning of orientation programmes and ensure we have covered all eventualities.

Many thanks and once again welcome to our children's hospital



**Rachel Kenna**  
**Director of Nursing**

## GENERAL ORIENTATION INFORMATION

- Meeting with CNMs / Staff and DNM
- Orientation to ward / area / division / shown around ward area/Orientation to hospital with tour
- Introduced to all staff members and departmental structure discussed.
- Identification of staff members and uniforms used
- Admission of a child to the ward/ Discharge of a child/Transfer of a child to another hospital/department
- Hospital bleep system
- Emergency bleep/ Emergency trolley
- Model of Nursing care in use.
- Whistle stop tour of documentation in use/careplans/guidelines/documents
- Plan for week of orientation,
- Expectations of orientator and orientee.
- Meal times for patient and staff/Canteen rules etc.
- Identification and car parking
- Work with peers
- Hospital intranet / Email if applicable/ wards folder / G:Drive or B:Drive / bulletin board
- Accessing the Lab and X-ray system
- Hospital census
- Hospital ward activity /Dependency system???
- Self-rostering information and off duty management hours to work
- Study leave/force Majeur
- Identification and car parking
- Human Resources, Contract, salaries, badge etc
- Job description highlighted, role of Staff nurses and expectations....

## CLINICAL ORIENTATION INFORMATION

- Patient care prioritization / patient care journey/quality
- Nursing documentation / audit of nursing documentation
- Nursing observation documentation, careplans, fluid sheets, assessment sheets
- Patient Safety issues
- Child Protection
- Risk management / incident reporting
- Leadership programmes, self-development inclusive of updating and education programmes
- Promotion of evidence based decision making
- Ward routine, philosophy and report, identification of fire escapes and hazards
- Nursing Practice Guidelines, documents available
- Nursing Practice Committee and members

### PRACTICAL INFORMATION

- Patient profiles and associated services delivered
- Equipment in use on ward
- Medication management,  TPN,  Chemotherapy,  Central Venous Access device,  Needle free devices,  IV study day
- Disease specific books / policies available on each ward.
- Visit to clinics / CNS if appropriate
- Ward meeting / Forum to address issues
- Discharge against medical advice
- Parent absconds with a child, what to do!!!
- Hospital security/Hospital watch
- Patient Safety issues

## MANAGERIAL ORIENTATION INFORMATION

- Human Resources, Contract, salaries, badge etc
  - Self-rostering Information
  - Annual Leave guidelines
  - Study leave guidelines
  - Force Majeur/Maternity leave/Parental leave
  - Sick Leave Policy and ringing in sick
- Staffing compliments and staff post numbers database with DNM Nursing HR
  - Specific Industrial Relations issues relevant to your areas of responsibility
  - Recruitment process within CHI at Crumlin
  - Meet with relevant medical staff from division
  - Meet with CNS teams in your area of responsibility
  - Managing complaints
  - Risk management
  - Managing clinical incidents
- Hospital security / Hospital watch
  - Reporting structure in the organisation
  - Time with DNM/ADN
  - Time with site/bed manager
  - Hospital committees
  - Organisational structure/reporting structure
  - The who to contact in NCNM, ABA, etc
  - Senior nursing management meetings
  - Orientation programmes / Documents
  - Preceptorship programmes    □ Student Assessment
  - Continual Professional Development for Nursing Staff
  - IT system and functionality
  - Mandatory lectures and training
    - *Basic life Support, (annual) / Fire Lectures (Annual) / Manual Handling (8months) / IV Study day/ Major Emergency plan-updates, Child protection, Blood and Infection control*
- Staff development programmes

## EDUCATIONAL ORIENTATION INFORMATION

- Further educational self-development and training
- Study leave guidelines CHI at Crumlin
- Reference writing for staff
- Interviewing skills training
- Mandatory education and training
- Specific education and training based on service need
- Consideration of college education desired/required by the post
- Preceptorship programme
- Off duty management
- Action plans and constructive criticism
- Audit of practice
- Quality in Action
- Nurse Practice Committee
- Writing Guidelines, Careplans, Charts
- Creating an audit

## PROFESSIONAL ORIENTATION INFORMATION

- Grievance procedure / Disciplinary procedure
- Professional accountability/responsibility
- Nursing and Midwifery Board of Ireland
  1. Scope of Practice, ABA
  2. Recording Clinical Practice, ABA
  3. Guidance on Medication management, ABA
  4. Code of Professional and ethical conduct, NMBI
  5. Guidance to nurses and Midwives on the development of Policies and guidelines
  6. Social Media guidelines for registered nurses
- Career path identification-professional development plan
- Evaluation of programme and suggested improvements
- Role clarifications of S/N/CNM 1/2/3/ADN/DNM and job specs



## SUGGESTED READING LIST

- Prevention of Abuse of Children by a staff member while in the care of the hospital
- Annual leave, rostering hours
- Sick Leave policy --Ringing in sick
- Study leave guidelines
- Writing a reference for a staff member *(For CNM 2 +3 only)*
- Medication Policy
- Intravenous Guidelines
- Breast Feeding Guidelines-
- Nurse Practice Committee folder
- Patient identification-process
- Resuscitation Guidelines
- Grievance procedure
- Concerns regarding child abuse / neglect-process
- Blood transfusion & blood product policies and
- Safe Site Surgery
- Consent Policy
- Child Protection
- Freedom of information- online
- Data Protection
- Severe Acute Asthma in children,
- Management of Status Epilepticus,
- Management of Meningococcal Meningitis,
- Management of Diabetic Ketoacidosis
- Haemostasis & Thrombosis, Dr. Owen Smith
- Haemaglobinopathies, Dr C Mc Mahon
- Management of Children with Liver disease, Liver team
- Unidiversion, Urodynamics team
- Oncology handbook
- Booklet appropriate to ward area
- Guideline on Obtaining Consent
- Death of a child, booklet
- guidelines
- Infection control policies folder
- Complaint handling / OLHSC
- Dignity at work
- Accident / Incident reporting
- Medication Safety report form

## SUGGESTED READING LIST *Contd.....*

### ***National policies / Department of Health and Children / Health Service Executive***

- Child Care Act 2001
- Children's Act
- Misuse of Drugs Act
- Children First, 2011
- Dignity at work
- Nurses Act 2011
- Trust in care
- Hanly report
- Children First
- Children's Health First
- Equal Status act
- Brennan Report
- Bristol Inquiry
- Our Children, Their lives
- Mental Health Act
- Safe Site Surgery
- Open Disclosure
- National Consent Policy
- Paediatric Charter
- Smoke free work place
- Health and Safety Legislation
- National Policy Breast feeding
- National Children's Strategy
- Freedom of Information
- Safer Better Healthcare HIQA
- European Working time Directive
- Safer Better Healthcare Standards
- Data Protection Acts 1988/2003
- European Working Time Directive
- Endoscopy Standards, HIQA
- Protection of Life during pregnancy
- National Decontamination Standards, HIQA
- European Convention on Human rights 2003
- Control and prevention of MRSA in hospitals
- Mid Staffordshire report-learning from mid-staff
- Guidelines for Hand hygiene in health care settings
- Palliative care assessment needs for children, 2005
- Action Plan for People Management in the Health Service
- Code of Practice for Healthcare Records Management, HIQA
- National Standards for the Protection and Welfare of Children HIQA
- RCN Health Service Standards for nurses caring for Children and Neonates
- Standards of practice in the management of Healthcare Associated infections, HIQA



**Our Lady's Children's Hospital, Crumlin, Dublin 12**  
**ORIENTATION PROGRAMME**

**Completion of Orientation Programme**  
**Summary Sheet**

<b>Full Name:</b>	<b>Pin No:</b>
<b>Clinical Area / Unit:</b>	
<b>Date attended Intravenous Study Day:</b>	

I confirm that.....has completed and Orientation Programme
<b>Signature:</b> ..... <i>Preceptor / Clinical Facilitator / Clinical Nurse Manager / ADN</i>
<b>Date:</b>

I confirm that I have received an Orientation Programme
I agree to maintain, and update where necessary, my knowledge of the documents, policies and guidelines addressed during this programme, including any revision made to content of these or if any additional documents are developed.
<b>Signature:</b> ..... <i>Nurse</i>
<b>Date:</b>

*Please forward the summary sheet only to Nursing Human Resources.  
 Also keep a copy of summary sheet for your own personal records / portfolio.*

## WHO TO MEET LIST

	NAME	RESPONSIBILITY	EMAIL	EXTN	BLEEP
<b>Clinical Placement Coordinator</b>	Elaine Harris	Coordinates students on BSc Nursing Integrated course attending CHI at Crumlin	<a href="mailto:elaine.harris@olchc.ie">elaine.harris@olchc.ie</a>	2707 6303	8598
	Marian Vaughan		<a href="mailto:marian.vaughan@olchc.ie">marian.vaughan@olchc.ie</a>	2707 6303	8596
	Sinead Ryan		<a href="mailto:sinead.ryan@olchc.ie">sinead.ryan@olchc.ie</a>	2707 6303	8597
<b>Allocations Liaison Officer</b>	Michelle Sheridan	Coordinates undergraduate and seconded student's placements	<a href="mailto:michelle.sheridan@olchc.ie">michelle.sheridan@olchc.ie</a>	8595	6100
<b>Clinical Coordinator</b>	Carmel Gallagher	1 year programme HDNS children's nursing	<a href="mailto:carmel.gallagher@olchc.ie">carmel.gallagher@olchc.ie</a>	6373 2707	8599
<b>Practice Development Coordinator</b>	Fionnuala O'Neill	Practice development i.e. guidelines etc.; nursing documentation, product trials etc...)	<a href="mailto:practice.development@olchc.ie">practice.development@olchc.ie</a>	6637	8638
	Carol Hilliard	Nursing Research, undergraduate nursing education, higher diploma post registration students and children's nursing programme	<a href="mailto:carol.hilliard@olchc.ie">carol.hilliard@olchc.ie</a>	2884	8648
<b>Nursing Human Resources</b>	Joan Troy (Divisional Nurse Manager)	-	<a href="mailto:joan.troy@olchc.ie">joan.troy@olchc.ie</a>	6310	8587
<b>CNF Committee Representatives</b>	-	-	-	-	-
<b>CNM Committee Representatives</b>	-	-	-	-	-

<b>EVALUATION OF ORIENTATION</b> <span style="float: right;"><i>please tick</i></span>	<b>Yes</b>	<b>No</b>
Did the orientation package suit your specific needs? <i>If no, please comment:</i>		
Was the time spent in each area sufficient? <i>If no, please comment:</i>		
What areas, if any, do you feel you need further time in? <i>Please comment:</i>		
Having not worked / worked ( <i>please indicate</i> ) in the organisation, do you consider this orientation package gave you a reasonable understanding of the organisational workings? <i>If no, please comment:</i>		
Did it assist you spending time with Site manager / Bed manager / CNM 2 or other ward / line managers in the organisation? <i>If no, please comment:</i>		
Comments regarding how this orientation pack may be improved		
<b><i>Many thank for taking the time to complete the attached evaluation</i></b>		
<b>Signature:</b> .....		
<b>Print name:</b> .....		
<b>Date:</b> ..... <b>Ward:</b> .....		

*Please return completed evaluation to the facilitator of your orientation*