



# Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 345  
VERSION: 1

## **SUBJECT: NURSING ORIENTATION CHECKLIST**

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**PURPOSE:** To promote the delivery of safe, effective, and efficient nursing care by ensuring that a standard orientation is provided to nursing personnel assigned to work in each Ambulatory Care clinic.

**POLICY:** Nursing employees assigned to work in the clinic setting will receive a general orientation of the clinic prior to being assigned to work independently in that clinic. Orientation will be provided for new employees and for employees who have not been assigned to work in the clinic setting for six months or longer.

### **PROCEDURE:**

1. A preceptor/buddy will be assigned to assist and support the new employee and/or the float staff.
2. The orientation will include physical, geographical, and operational areas of the work environment.
3. The orientation will be appropriate to the job duties the employee is expected to perform, and within his/her scope of practice.
4. The employee is responsible to make sure that he/she receives appropriate orientation to the work area.
5. A unit orientation checklist (attached) will be completed by the employee and preceptor/buddy. Upon completion, the checklist will be placed in the employee's file in the Administrative Document Manager (SharePoint).
6. To complete the checklist, the new employee will:
  - a. Do a self-evaluation, indicating strengths and weaknesses based on previous experience.
  - b. Sign and date the orientation checklist.
7. To complete the checklist, the preceptor/buddy will:
  - a. Place a mark in the appropriate column (Explained, Demonstrated, Return Demonstration).
  - b. Note any significant concerns or observations in the comment section.

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- c. Discuss areas of concern with employee.
- d. Sign and date the orientation checklist and obtain employee's signature.

**ATTACHMENTS:**

- 1. Clinic Licensed Staff Initial Core Orientation & Competency Checklist.
- 2. Core Competency for Certified Medical Assistants.

**REFERENCE:**

California Code of Regulations, Title 22, Section 70214.

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
Date: 11/15/2013	Original Date: 07/01/2003
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Supersedes:	