



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

SPECIAL PROCEDURES

POLICY AND PROCEDURE

SUBJECT: NURSING STAFF ASSIGNMENT

Policy No.: SPL28
Supersedes: ALL
Reviewed Date: 12/2015
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Purpose of Procedure: To outline staffing requirements and competencies for nursing personnel assigned to Special Procedures.

Policy statements: Staff will maintain Special Procedures Competencies

1. Nursing personnel assigned to the Special Procedures Laboratory are under the supervision of the Surgical Services Nurse Manager who works in cooperation with the Service Chief and other Department Heads to ensure appropriate staffing and competencies of nursing personnel.
2. A minimum of 2 nursing personnel, one of whom will be a Registered Nurse, will be present during a procedure to provide for safe patient care.
3. Orientation:
 - a. Nursing personnel assigned to Special Procedures will complete a generic hospital orientation as per Nursing Policy A520 – Nursing Orientation.
 - b. Nurses in orientation will be assigned to an experienced RN preceptor during the unit specific orientation period.
4. Competencies:
 - a. Nursing personnel are expected to:
 - 1) Complete generic competencies annually as per Nursing Policy A540 – Competency Program : Management and Assessment, Initial and Ongoing, including CPR,
 - 2) Maintain Unit Specific Competencies, and
 - 3) Document attendance at these classes in the education file.
5. Continuing Education: Nursing personnel are also expected to:
 - a. participate in both internal and external continuing education programs and
 - b. document attendance in the education file.

Reviewed By: Theresa Herrera RN

References:

SGNA Monograph Series- Standards of Practice in the GI Endoscope Setting - Standard I

07/99 – Reviewed
10/03 – Reviewed
06/06 – Reviewed
09/09 – Reviewed
11/12 - Reviewed
12/15 - Reviewed