

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

NUMBER: 11493

VERSION: 1

SUBJECT/TITLE: CCT: ORIENTATION PROGRAM FOR SPECIALTY/CRITICAL CARE TRANSPORT STAFF

POLICY: Orientation Program for Specialty/Critical Care Transport Staff

PURPOSE:

DEPARTMENTS: ALL

DEFINITIONS:

PROCEDURE: All employees who will be working as in CCT RN/RCP program must complete all necessary orientation prior to working as Transport RN/RCP. Orientation will include:

- CCT RN/RCP Orientation.
- The initial check out of equipment.
- Increased familiarity with the cardiac monitor, I.V. pump, and/or transport ventilator.
- The procedure for obtaining physician order and accepting report as a transferring facility.
- The process of chart review to extract patient information and charting appropriately.
- The procedure for giving report at the receiving facility and noting the paperwork left.
- The role of the EMT under the direction of the nurse or therapist, and the interaction during transport.

Orientation paperwork is provided for each orientee (see attached RN/ RCP Orientation Form). This includes a copy of the policies and procedures, transport paperwork, patient care record audit criteria, basic procedure for ground transport of critical care patients, and orientation to the critical care transport program. Means of contacting program resources is provided, with understanding that these resources are available for questions and clarifications 24 hours/day. The extractions of the Medical Management Team are emphasized. Arrangements for required ride along are made at this time.

During the first day, the orientees will assume the role of the observer.

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References:	
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