

Nursing Orientation Checklist



Red—Complete during office orientation and/or first day of home orientation

Yellow—Complete within 3 days of home orientation period

Green—Complete within 30 days of being assigned a case

The following checklist must be completed and signed by both Mentor and Learner. This will ensure that the Learner has all the skills necessary to safely provide one-on-one care in a home setting. The Learner must give verbal explanation in non-grey shaded areas and must return demonstrate competence within the grey shaded areas. **Reminder: The Mentor and Learner must sign off on the bottom of the Nursing Orientation Checklist prior to working independently.**

Teaching Checklist Review for: _____ Date Started: _____ Date Completed: _____ Client's initials or # _____

First Name _____ Last Name _____

Mentor Name/Initials	Date of orientation	Date of orientation	Date of orientation	Date of orientation	Date of orientation	Date of orientation	Progress of Learner's orientation was updated to RN Manager

Home Safety Nurse knows:	Orientation Date (Write initials below)		Orientation Date (Write initials below)		Describes and/or demonstrates (Write initials below)	
	Mentor	Learner	Mentor	Learner	Mentor	Learner
How to secure power cords and patient tubing to prevent tripping						
There needs to be working smoke detectors, fire extinguishers, and carbon monoxide detectors in the home						
To keep a working flashlight at all times and in the same place in the patient's room						
How to use safety belts, straps, restraints, railings, car seats, gates						
Potential hazards with pets, siblings, visitors						
How to use and store hazardous chemicals (household cleaning, Control III®, etc.)						
What the Emergency Action Plan is and how to carry it out						

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	Mentor	Learner	Mentor	Learner	
<u>Infection Prevention Practices</u> Nurse knows:					
Proper hand cleansing technique					
Importance of a clean/irritant-free environment					
What to do when family, guests, therapists are sick					
Appropriate visitor parameters					
Common infectious diseases and reporting					
Standard precautions for infection exposure control					
How to properly dispose of contaminated materials (e.g. sharps, medications)					
How to clean and disinfect reusable medical equipment and supplies					

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Apnea Equipment/Procedures</u> Nurse knows:					
What an apnea monitor is and what it is used for					
How to turn the monitor on/off					
How to properly place the electrodes					
How to respond to an alarm					

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Oximetry Equipment/Procedures</u> Nurse knows:					
What an oximeter is and what it is used for					
How long the internal battery will last in the oximeter					
How to properly place and secure the oximeter probe					

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When to replace the oximeter probe							
How to tell if the oximeter readings are accurate							
How to respond to an alarm							
Importance of repositioning probe site per every four hours							
How to turn the oximeter on/off							

	Orientation Date (Write initials below)		Orientation Date (Write initials below)		Orientation Date (Write initials below)		Describes and/or demonstrates (Write initials below)	
	Mentor	Learner	Mentor	Learner	Mentor	Learner	Mentor	Learner
<u>Ventilator / Tracheostomy Care (Equipment)</u>								
Nurse knows:								
What a doctor order is for and why it is used in home care								
Use of a flow sheet and why it is used in home care								
Equipment alarms must be heard from any place in the home								
How to properly use the equipment and to verify the equipment settings (e.g., vent and humidifier settings) and how to turn it on/off								
How to test a ventilator BEFORE using it								
Tubing circuit should drain down and AWAY from the child								
How to troubleshoot ventilator/humidifier alarms (e.g., first do this, then do this)								
Purpose of humidity with ventilator or tracheostomy								
What to do if water has drained into a patient's tracheostomy								
How to use an HME (artificial nose)								
How to plug in the battery-operated backup equipment								
How to charge the external batteries for ventilators, bi-levels and CPAPs								
How to connect an external battery to the ventilator, bi-level or CPAP								
How long the approximate battery life (or can find battery life information) for each piece of equipment								
Proper set up of the circuit								

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	Mentor	Learner	Mentor	Learner	Mentor	Learner
<u>Ventilator / Tracheostomy Care (Suctioning)</u>						
Nurse knows:						
Correct size catheter to use						
Correct suction pressure to use						
How to test for suction pressure						
How to troubleshoot suction machine and how to turn it on/off						
And can demonstrate the sterile suction technique (proper depth)						
And can evaluate suction effectiveness; describe sputum (color, consistency, odor, amount)						
When deep (pre-measured) suctioning is necessary						
How to use the manual suction catheter in the event of a suction pump failure						
14 Fr suction catheters and when it should be used						

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)	
	Mentor	Learner	Mentor	Learner	Mentor	Learner
<u>Ventilator / Tracheostomy Care (Emergency Bag and Emergency Bedside Stock)</u>						
Nurse knows:						
What an emergency bag is for and where it should be kept						
Contents of an emergency bag						
Contents of emergency bag needs to be checked at each shift change						
To have a current size trach and one size smaller trach at the bedside AND the patient's emergency bag						

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	Mentor	Learner	Mentor	Learner	
<u>Ventilator / Tracheostomy Care (Resuscitation Bag)</u> Nurse knows:					
How and when to use the resuscitation bag					
That a resuscitation bag needs to be kept at the bedside AND in the emergency bag					
How to test a resuscitation bag to ensure its proper function					
How to connect the oxygen to the resuscitator bag and check it to ensure it is working as it should					
Oxygen liter flow setting to use with the resuscitator					
How to assess patient for the correct size resuscitator bag, and if applicable, mask					

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Ventilator / Tracheostomy Care (Tracheostomy Care)</u> Nurse knows:					
Trach tube type, size, and downsize backup					
Frequency and how to perform trach site (stoma) cares					
Frequency and how to perform trach tie changes					
Minimal leak technique (MLT) for cuffed trach tubes					
Purpose and how to use a Passy-Muir speaking valve (safety precautions)					
Signs of airway blockage					
How to perform a trach change—routine frequency versus unplanned/emergency (live or with mannequin)					
How to determine when 911 should be called					
How to inspect the neck and stoma area for signs of infection					
How to properly position or reposition with increase movement of client					

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	Mentor	Learner	Mentor	Learner	
<u>Ventilator / Tracheostomy Care (Oxygen)</u> Nurse knows:					
Proper way to change an oxygen tank					
Where the flow charts are located					
How to determine how much oxygen is in the oxygen tank					
Where the Oxygen Safety sign needs to be posted					
Safety issues related to oxygen					
Where and how oxygen should be stored					
How to determine how much oxygen should be used and when					

	Orientation Date (Write initials below)		Orientation Date (Write initials below)		Describes and/or demonstrates (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Nebulizer/Inhaler</u> Nurse knows:					
When nebulizer/inhaler therapy is indicated (ordered and prn)					
How to assemble neb kit, connect in-line					
How and when to add/remove a filter to exhalation tubing					
Which medications can be mixed versus others that require designated neb kits					

	Orientation Date (Write initials below)		Orientation Date (Write initials below)		Describes and/or demonstrates (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Respiratory System Management</u> Nurse knows:					
Components of the respiratory tract					
Their client's diagnoses and the impact on the airway (tracheostomy) and breathing (ventilator, humidification systems)					
Signs of respiratory distress (increased WOB: nasal flaring, retractions, abd. breathing, increase/decrease in RR and/or HR, decrease in SpO2, skin color, secretion changes)					

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Appropriate airway management, interventions for respiratory distress (e.g., suctioning, nebulizer therapy, humidity, trach change, venting GT)								
How to auscultate for breath sounds, how to describe								
How to perform bronchial drainage (BD), including manual BDs								

	Orientation Date (Write initials below)		Orientation Date (Write initials below)		Orientation Date (Write initials below)		Describes and/or demonstrates (Write initials below)	
	Mentor	Learner	Mentor	Learner	Mentor	Learner	Mentor	Learner
<u>Gastrointestinal/Genitourinary System Management</u>								
Nurse knows:								
Components of a GI track								
Types and placement of GI tube (appropriate to their client)								
GI tube site cares								
GER/aspiration/emesis precautions (body positioning, elevating HOB, Danny Sling)								
How to check residuals, when to hold feedings								
Diet/hydration needs - appropriate feeding schedule, Pedialyte® use, impact of oral intake, impact of hydration in relation to cardiac/respiratory systems								
Procedure to correctly mix and store formulas								
How to calculate formula amounts								
Procedure to unclog a gastric tube								
How to vent the GI tube, what the Farrell bag is used for, if applicable								
Average hang time for formulas								
How to auscultate for bowel sounds								
How to measure abdominal girth								
Normal I/O's - feeding schedule, urine output (diaper counts/weights, catheterization schedule/measurements, BM norms [frequency/consistency/measurements])								

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	Mentor	Learner	Mentor	Learner	
<u>Cardiac System Management</u>					
Nurse knows:					
Their client's cardiac disease and impact on other systems					
Normal HR, significance of increased/decreased HR in their client					
Normal skin color					
How to obtain manual pulses – apical and peripheral					
Relation of activity level for their client					
How to identify edema/intervention					
How to identify diaphoresis/intervention					
How to check capillary refill - normal, significance of increased time					
Medications (i.e. diuretics) and the impact on cardiovascular and GI systems					
How to check BP - normal BP, versus hypertension/hypotension causes in their client					

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Neurologic System Management</u>					
Nurse knows:					
Neurologic disease and impact on other systems (i.e. central apnea, autonomic dysreflexia)					
Normal mental status/level of consciousness, significance of increased/decreased level of consciousness					
Normal neuromuscular movement/mobility					
How to identify seizures/interventions					
Shunt type, signs of malfunction					
How to identify edema/intervention related to shunt malfunction					

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	Mentor	Learner	Mentor	Learner	
<u>Vascular System (Infusion) Management</u>					
Nurse knows:					
Type of IV therapy being used and why					
How to prepare a safe work area for the IV line management/meds					
How to scrub the hub of the IV catheter					
What to do if an uncapped tip, IV tubing, or hub is touched					
How to inspect the IV catheter site and catheter - what to look for					
How to secure the IV catheter					
Signs of a bloodstream infection					
Who/when to report signs of a bloodstream infection					
Proper protocol for flushing the IV line					
And can demonstrate the proper infection prevention method of changing the dressing and managing the site					

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	
<u>Communication / Resources</u>					
Communicating with office staff, doctors, therapists, nurses					
Communication book					
Components of reports and why they are important					
Give report to preceptor for practice					
Give report to next nurse					
Initiate call to PDN to communicate via after hours on-call systems					
Report concerns to nurse, nurse supervisor, or case manager					
DME, equipment manuals					
Nurse supervisor/lead nurse/preceptor					
Clinical manager or on-call clinical nurse and staffer					

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Primary diagnosis									
Primary doctor									
Pharmacy									
Home medical equipment company									
Respiratory therapist									
Home infusion company/specialty pharmacy									
Infusion nurse									
Transportation (e.g., Life Link, Medivan)									
Poison control center									
Boundaries in the home/communication/confidentiality									
How to involve the family in the Plan of Care									
Client chart									
How to communicate in an age-appropriate manner with the client									

Integumentary	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates (Write initials below)	
	Mentor	Learner	Mentor	Learner	Mentor	Learner	Mentor	Learner
Incision/scar cares								
Other ostomy cares								
Breakdown								
Granulomas								
S/S infection/irritations/allergies								
Temperature								
Change diaper								

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Normal skin appearance							
Soaps/ointments/lotions							
Peri care							
Dress							
Environmental temperature parameters (in and outside)							
Bathe							

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	Mentor	Learner	Mentor	Learner	Mentor	Learner	
Review drug information (i.e., names, doses, times, side effects, storage, and desired effects). See Medication Profiles.							
Route (PO, GT, topical, SQ, IM, IV, PR, inhalers, puffs)							
Check pharmacy labels/expiration dates							
Prepare and administer all medications							
Review scheduled vs PRN medications							

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	Mentor	Learner	
<u>Ventilator / Tracheostomy Care</u>							
Equipment: Knows how to maintain the equipment (e.g., filter and tubing changes, reusable supplies)							
Suctioning: Knows the cleaning of collection bottle/tubing, filter changes							
Tracheostomy care: Knows how to clean, disinfect, process trach tubes and inner cannulas, per Plan of Care							
Oxygen: Knows how to ensure there is a three-day supply for clients that live within a 40-mile radius of the equipment supply company and a one-week supply if area is farther than 40 miles							

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	Mentor	Learner	Mentor	Learner	Mentor	Learner
<u>Communication / Resources</u>						
Pediatrician						
Pulmonologist						
ENT						
Gastroenterologist						
Cardiologist						
Neurologist						
Orthopedist						
Other doctor						
Infusion pharmacist						
Dietitian						
<u>Integumentary</u>						
Ear wax						
Cradle cap						
Nail trimming						

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	Mentor	Learner	Mentor	Learner	
Musculoskeletal System Management					
Activities determined by therapists/Denver II/IEP Screening/PEDI					
Adaptive equipment					
Therapy book					

	Orientation Date ____/____/____ (Write initials below)		Orientation Date ____/____/____ (Write initials below)		Describes and/or demonstrates ____/____/____ (Write initials below)
	Mentor	Learner	Mentor	Learner	
Communication / Resources					
Deliver/mail appropriate documents to the office					
Coordinating appointments					
Immunizations/documentation					
Social worker					
Occupational therapist					
Physical therapist					
Speech pathologist					
School district					
ECFE					
Ortho/rehab					
Respite care					

All information has been reviewed with RN Mentor:

Mentor Signature/Initials: _____

Responsibility for care of child, including emergencies is accepted by:

Learner Signature/Initials _____

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