NURSING PERSONNEL ORIENTATION

A. PURPOSE

To ensure that all nursing personnel receive adequate orientation to perform their job requirements according to Department of Corrections Health Services guidelines. To ensure that all licensed personnel have demonstrated adequate proficiency in specific nursing procedures as identified in the appropriate skills checklist (see DC4-654A RN Trainee Skills Checklist and DC4-654B LPN Trainee Skills Checklist).

B. DEFINITIONS

1. Preceptor: Individual assigned as the primary contact for a new employee for the duration of the orientation period. The role of the preceptor is to assist the new employee in learning the required Department of Corrections and Health Services policies and procedures.

2. Trainee: A nurse who has been hired in the position of RN or LPN who has received a license but has not met the minimum experience requirement.

3. Trainee period: The length of time needed to meet the minimum experience requirement of one year (e.g., no experience requires 12-month trainee period; three months’ experience requires nine-month trainee period; ten months’ experience requires two months’ trainee period, etc.).

C. RESPONSIBILITY:

1. It is the responsibility of all nursing services staff to complete the appropriate Department of Corrections mandatory orientation(s) requirements; see attachment to this supplement (Mental Health Nursing Orientation [specifically for staff hired into Mental Health positions]), supplement D Health Services Unit Orientation (with attachment Nursing Supervisor Training Outline), and DC4-654C Nursing Personnel Orientation Process Checklist. Another presentation (Games Inmates Play) is provided to all new employees via video/handout during the orientation process. This presentation provides new employees with insight regarding inmate/employee interactions.

2. It is the responsibility of the nursing supervisor (SRNS/RNS) to assure that each newly hired licensed nursing employee completes an appropriate orientation as to demonstrate proficiency in identified nursing skills.

3. It is the responsibility of the Regional Health Services Manager (RHSM) to review these files periodically and maintain documentation which demonstrates compliance with standards of this technical instruction. Noncompliance must be reported to the Regional RN Consultant (RNC).
4. Nursing supervisors hiring a nurse in trainee status will provide a copy of the completed skills checklist (see DC4-654A and B) to the RNC for review at the completion of the orientation process (see supplement D Health Services Unit Orientation). This should occur before the trainee designation has been changed.

5. It is the responsibility of the RNC to review these files periodically to assure completion of the trainee requirements.

D. ACTION

1. Nursing services orientation shall occur over a period of not less than four weeks. This will include two weeks on day shift, one week on evening shift and one week on night shift. The two-week day shift orientation must occur before rotation to other shifts. A shorter orientation period may be considered under certain conditions but must be approved by the RNC. An orientation period may be extended if the nursing supervisor feels this is needed.

2. A trainee specific checklist (see DC4-654A or B) must be completed for all LPN and RN trainees.

3. Trainees must have a defined preceptor for the traineeship (up to one year). RN preceptors may precept RN and LPN trainees; LPN preceptors may precept LPN trainees. Other LPN and RN staff may participate in the orientation of trainees during this period, however, there must be a defined preceptor appropriately assigned.

Attachment: Mental Health Nursing Orientation