

DEPARTMENT SPECIFIC ORIENTATION
 New Hospital Transition ONLY
 Department of Nursing: **Student**

Please complete all sections prior to the individual's first shift at the new location.

Student Name: _____

Quarter/Year: _____

Unit Validator Name: _____

Facility & Unit/Dept: _____

	Review Date	Validator Initials
Locate General Items & Areas		
Entrances & Exits (staff & public), Hours of operation		
Elevators (Visitor/Core/Critical Care Transport)		
Nursing Stations / Reception desk (computers, printers, copiers)		
Visitor Waiting Areas		
Break Areas / Staff Lounge (if students' allowed access)		
Patient Education Materials (Manuals, References, etc.)		
Conference Room (if available)		
Staff and Public Restrooms		
Clinical Lab & Blood Bank		
Central Service/Central Supply & Materials Management		
Main Pharmacy		
Outpatient Pharmacy		
Satellite Pharmacy		
Cashier's Office		
Radiology areas – X-Ray, CT, MRI, U/S Suites		
Emergency Department		
Cafeteria (hours open)		
OR / Surgical Area / PACU		
Interventional Radiology / Cath Lab / MPU		
Surgical / Procedural Waiting Area		
Discharge Lounge		
Nursing Admin Office		
Office of Patient Experience / Patient Relations		
Admissions Office		
Procedure Room on floor (if applicable)		

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Knowledge of:		
Room Numbering system		
Phones – iPhones, desk, emergency		
Paging System		
Important Phone numbers		
Facility and Unit/Department Address		
Visitor Access		
Smoke & Tobacco-Free Environment		
Visitor Parking		
Locate & Have Knowledge		
Nurses Station		
Nurse Call System **		
Medication Rooms		
Pyxis and Pyxis Tower		
Medication Refrigerator		
Narcotics		
Patient Specific Cassettes		
Clean Utility Room (door code)		
Supply Towers/Drawers		
Blanket Warmers		
Soiled Utility Room (door code)		
Accuchecks / Docking Station		
Other POCT devices (i.e., Hemocue – if applicable)		
Used Equipment		
Single-Use Patient Supplies Recycling		
Reception Desk		
ACP/Secretary Desk		
Paper Charts / Patient Labels		
Standard Forms		
Areas of Items in Units/Departments		
Ice Machine		
Unit Leadership Offices / Hoteling Office Space		

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Please complete all sections during the first week of clinical experience.

Negative Pressure Isolation Rooms		
Nourishment Station / Pantry / Patient Food Refrigerator		
Rounding rooms or areas for IDRs		
Crash Cart / Defibrillator		
Bed Scales & Standing Scales		
Red Power Outlets		
Patient Rooms – Locate & Knowledge of:		
Code Blue buttons vs. #36		
Workstation on Wheels (WOW)		
Patient phones & iPads		
Television & Call button		
Patient restroom / commode		
Visitor couch/daybed (if available)		
Oxygen (Tanks, Wall Concentrator, Supplies)		
Suction, Medical Air		
IV and transducer poles		
Physiologic monitors (X3, Phillips monitors)		
Locate		
Oxygen tanks for transport		
Dopplers		
Vital Signs Measuring equipment		
Delivery Systems – Knowledge of:		
Tube system		
Nutrition Services		
Linen		

 Unit Validator/Clinical Instructor Signature

 Date

 Student Signature

 Date