

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

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

Clinical Instructor Name: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_  
 Unit Validator Name: \_\_\_\_\_ Facility & Unit/Dept: \_\_\_\_\_

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

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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		
<b>Patient Rooms – Locate &amp; Knowledge of:</b>		
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		
<b>Delivery Systems – Knowledge of:</b>		
Tube system		
Nutrition Services		
Linen		

\_\_\_\_\_  
 Unit Validator Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Clinical Instructor Signature

\_\_\_\_\_  
 Date