

 <p><b>Connecticut Valley Hospital Nursing Policy and Procedure</b></p>	<p><b>SECTION A: NURSING SERVICE ORGANIZATION CHAPTER 3: NURSING COMPETENCIES TO PROVIDE CARE</b></p> <p><b>POLICY AND PROCEDURE 3.1: ORIENTATION OF THE NEW NURSING EMPLOYEE</b></p>
<p>Authorization: Nursing Executive Committee</p>	<p>Date Effective: May 1, 2018 Scope: Connecticut Valley Hospital</p>

**Standard of Practice:**

Each Nursing staff member will receive an orientation to the hospital, its mission and values, and to his/her specific role and responsibilities to assure appropriate and competent provision of care to the patients.

**Standard of Care:**

The patient can expect that all nursing staff have been oriented to their specific roles and are competent to provide the necessary care.

**Policy:**

CVH shall provide appropriately trained, knowledgeable and competent staff to fulfill the hospital's mission and provide effective and respectful treatment for all patients.

**Procedure:**

1. All Registered Nurses, LPNs, and Mental Health Assistants have met the DMHAS and CVH job criteria experience and educational standards for employment and have current licensure as required.
2. All nursing staff attend the two-day DMHAS Centralized Orientation and one-day Hospital Wide Orientation Program which provides:
  - a. An overview of the organization, function, mission, values and goals of Connecticut Valley Hospital provided by the Chief Executive Officer (CEO) or designee.
  - b. An overview of the organization and function of each of the three Divisions provided by a Division representative.
  - c. Required educational programs including mandatory trainings:
    - Human Resource Policies and Procedures
    - General Safety and Security (role of agency police, telecommunications)
    - Hazardous Communications (MSDS)
    - HIPAA Policies & Procedures
    - Patients' Rights

- Affirmative Action
  - Americans With Disabilities Act
  - Corporate Compliance
  - Workplace Violence
  - Fire Safety
  - Information Security
  - Multicultural Healthcare
  - Diversity Training
  - Employee Assistance Program
  - Union Orientation
3. Each nursing staff member attends the CVH Competency Based Nursing Orientation, which includes scheduled class time and clinical time on the unit to which he/she will be assigned. Clinical time during orientation allows the adult learner the opportunity to practice class content and skills training in the clinical setting and become familiar with his/her role with the program and the unit milieu. Clinical supervision is provided by division clinical staff with the assistance of Staff Development personnel who meet with the orienting staff to guide the process. Any special learning needs are identified and addressed through further training and supervision.
  4. During this time, the nursing procedures and competencies learned in the Competency Based Nursing Orientation are further practiced on the shift to which he/she has been assigned. Specific competencies include, but are not limited to, those requiring age specific and/or population specific competencies’.
  5. Competency during orientation is assessed by:
    - a. Post-tests completed by the orientee in either a classroom setting or computer based.
    - b. Skills demonstrated and skill checklist completed either in the classroom setting or clinical setting.
  6. Observation and Evaluation of performance by Supervisor/Head Nurse/Lead Mental Health assistants. Evaluation of the clinical content and delivery method of the Competency Based Nursing Orientation program is conducted periodically for relevance and comprehensiveness by both Nursing Leadership and Staff Development. The changing needs of the hospital, new and evolving scientific or practice standards, the revision to the standards of accrediting agencies, DMHAS directives and the evaluation of CVH Performance Improvement aggregate data may result in changes or additions to the Orientation Curriculum.
  7. The following are taught/reviewed during orientation:
    - a. Patient Rights and Grievances
    - b. Abuse, Neglect, and Exploitation
    - c. Therapeutic Communication
    - d. Diet and Meal Monitoring
    - e. Vitals Signs for Mental Health Assistants
    - f. Suicide Risk Management

- g. Laboratory Policies and Procedures including Chain of Custody
- h. Nursing Policies and Procedures
- i. Human Growth and Development (Under-age Specific Comp.)
- j. Dental Hygiene
- k. Ambulatory Care Services- access, schedules and coverage (medical care)
- l. Boundaries
- m. Documentation, Assessment and Care Planning, Incident Reports
- n. Risk Management and Incident Reports
- o. Neuroleptic Malignant Syndrome (NMS) and Extra Pyramidal Side Effects (EPS)
- p. Trauma and Recovery
- q. Cardio-Pulmonary Resuscitation (CPR)
- r. Collaborative Safety Strategies (CSS)
- s. Safe Application, Use and Discontinuation of Restraints and Seclusion
- t. Computer Classes for:
  - Learning Management System (LMS)
  - Core CT (payroll)
  - Web Enhanced Treatment Services (WITS) - Admission, Discharge, Census, Documentation
  - Recovery Management System (RMS) - Treatment Plan

Nurse Specific Training (RN and LPN):

- a. Medication Policies and Procedures:
- b. PYXIS Automated Medication System;
- c. Psychopharmacology;
- d. Adverse Drug Reactions;
- e. Medication Events;
- f. Competency Performance for glucometer and Oxygen
- g. Emergency Cart Access, Contents and Review.

Addiction and General Psychiatric Services specific educational modules are completed by staff assigned to the division.