SCHEDULE OF NURSING LEADERSHIP OVERSIGHT IN ADMISSIONS UNITS

DATE	SHIFT	U2 2E	U2 2W	U2 3E	U2 3W	GERI	U4 3E	U4 3W
August 16, 2008	7/3	D. Morris	B. Wells	M. Williamson	D. Morris	B. Wells	T. Herring	T. Herring
	3/11	T. Riley	T. Riley	B. Tart	D. Perry	B. Wells	J. Pridgen	J. Pridgen
	11/7	L. Rogers	L. Rogers	R. Davis	R. Davis	B. Reid	P. Christopher	P. Christopher
August 17, 2008	7/3	P. Hill	P. Hill	R. Lukosik	R. Lukosik	B. Royall	R. Jones	R. Jones
	3/11	B. Gray	T. Riley	B. Tart	T. Riley	B. Royall	L. McCabe	L. McCabe
	11/7	L. Daniel	L. Daniel	M. Williamson	M. Williamson	S. Grantham	L. McCabe	L. McCabe
August 18, 2008	7/3	M. Panza	K. Barnes	P. Hill	K. Barnes	B. Royall	V. Earp	V. Earp
	3/11	M. Panza	D. Morris	P. Hill	D. Tyndall	B. Wells	T. Herring	T. Herring
	11/7	V. Earp	B. Royall	M. Panza	R. Lukosik	B. Wells	P. Christopher	P. Christopher
August 19, 2008	7/3	P. Hill	D. Perry	M. Panza	D. Perry	B. Royall	V. Earp	V. Earp
	3/11	M. Williamson	V. Earp	P. Crocker	S. Marshburn	R. Jones	V. Earp	V. Earp
	11/7	D. Morris	S. Marshburn	G. Bowden	R. Lukosik	D. Ferrell	P. Cooke	P. Cooke
August 20, 2008	7/3	D. Perry	P. Hill	M. Panza	D. Perry	M. Anderson	V. Earp	V. Earp
	3/11	L. Fazakerly	P. Hill	M. Panza	D. Perry	P. Crocker	D. Tyndall	D. Tyndall
	11/7	G. Bowden	B. Royall	T. Riley	R. Jones	E. Hall	R. Jones	R. Jones
August 21, 2008	7/3	M. Williamson	M. Panza	B. Royall	D. Perry	R. Simmons	V. Earp	V. Earp
	3/11	M. Anderson	P. Crocker	M. Anderson	S. Marshburn	L. Sutton	R. Lukosik	R. Lukosik
	11/7	M. Anderson	S. Martin	S. Martin	L. Sutton	D. Morris	P. Christopher	P. Christopher
August 22, 2008	7/3	M. Panza	D. Perry	D. Tyndall	D. Perry	R. Simmons	B. Gray	B. Gray
	3/11	M. Panza	R. Lukosik	R. Smith	D. Bissette	D. Bissette	S. Martin	S. Martin
	11/7	G. Bowden	G. Bowden	M. Anderson	M. Anderson	D. Ferrell	S. Martin	S. Martin
August 23, 2008	7/3	M. Panza	S. Barwick	D. Tyndall	D. Perry	B. Wells	T. Herring	T. Herring
	3/11	M. Panza	R. Smith	D. Tyndall	D. Perry	B. Wells	J. Pridgen	J. Pridgen
	11/7	L. Rogers	L. Rogers	B. Gray	P. Cooke	E. Hall	P. Christopher	P. Christopher
August 24, 2008	7/3	R. Davis	R. Davis	S. Barwick	P. Cooke	B. Gray	R. Lukosik	R. Lukosik
	3/11	G. Bowden	G. Bowden	R. Smith	R. Smith	D. Morris	J. Pridgen	J. Pridgen
	11/7	M. Williamson	M. Williamson	R. Jones	D. Morris	B. Wells	T. Herring	T. Herring
August 25, 2008	7/3	M. Panza	P. Hill	R. Jones	M. Williamson	R. Simmons	M. Anderson	M. Anderson
	3/11	M. Panza	S. Uzzell	S. Uzzell	L. Fazakerly	L. McCabe	L. Daniel	L. Daniel
	11/7	T. Riley	T. Riley	L. Daniel	L. Daniel	E. Hall	P. Christopher	P. Christopher
August 26, 2008	7/3	D. Perry	M. Panza	D. Tyndall	D. Perry	R. Simmons	M. Anderson	M. Anderson
	3/11	L. Sutton	M. Panza	P. Cooke	S. Marshburn	L. Sutton	R. Lukosik	R. Lukosik
	11/7	L. Rogers	L. Rogers	L. Sutton	L. Sutton	E. Hall	P. Christopher	P. Christopher

Exhibit D

SCHEDULE OF NURSING LEADERSHIP OVERSIGHT IN ADMISSIONS UNITS

DATE	SHIFT	U2 2E	U2 2W	U2 3E	U2 3W	GERI	U4 3E	U4 3W
August 27, 2008	7/3	M. Panza	P. Hill	D. Perry	D. Perry	B. Royall	T. Herring	T. Herring
	3/11	M. Panza	D. Perry	S. Martin	S. Marshburn	L. McCabe	L. Fazakerly	L. Fazakerly
	11/7	T. Riley	T. Riley	S. Martin	S. Martin	R. Jones	R. Jones	R. Jones
August 28, 2008	7/3	M. Panza	K. Barnes	D. Perry	D. Perry	B. Royall	T. Herring	T. Herring
	3/11	M. Panza	M. Williamson	S. Uzzell	S. Marshburn	J. Cook	M. Anderson	M. Anderson
	11/7	G. Bowden	G. Bowden	M. Anderson	M. Anderson	B. Wells	R. Lukosik	R. Lukosik
August 29, 2008	7/3	D. Morris	D. Perry	D. Perry	B. Royall	B. Royall	T. Herring	T. Herring
	3/11	R. Smith	R. Smith	P. Hill	B. Royall	B. Royall	J. Pridgen	J. Pridgen
	11/7	D. Ferrell	D. Ferrell	R. Davis	R. Jones	S. Grantham	R. Jones	R. Jones
August 30, 2008	7/3	D. Cherry	D. Cherry	R. Davis	M. Panza	E. Hall	R. Jones	R. Jones
	3/11	B. Gray	B. Gray	B. Royall	M. Panza	S. Grantham	J. Pridgen	J. Pridgen
	11/7	B. Royall	B. Royall	B. Gray	B. Gray	B. Reid	L. Daniel	L. Daniel
August 31, 2008	7/3	D. Cherry	D. Cherry	B. Tart	B. Tart	E. Hall	L. Daniel	L. Daniel
	3/11	T. Riley	T. Riley	B. Tart	B. Tart	L. McCabe	L. McCabe	L. McCabe
	11/7	G. Bowden	G. Bowden	M. Williamson	M. Williamson	B. Reid	P. Christopher	P. Christopher
September 1, 2008	7/3	R. Smith	J. Cook	S. Barwick	S. Barwick	B. Wells	P. Cooke	P. Cooke
	3/11	R. Smith	J. Cook	S. Barwick	J. Cook	B. Wells	P. Cooke	P. Cooke
	11/7	T. Riley	P. Crocker	P. Crocker	M. Williamson	S. Grantham	P. Christopher	P. Christopher

Unit_____
Ward_____
Date_____
Shift_____

Provide immediate feedback to staff on duty regarding any issues that need correction.

Guidelines for Admission Unit Oversight

- Nurse supervisors are talking with ward RNs and making rounds on every ward every shift.
- Ward RNs are communicating with each patient and each HCT every shift.
- RNs are assessing and reassessing PRN, first time dose of meds, stat meds, and single dose meds.
- RN/LPN is in dining room with patients and RN/LPN are documenting nutritional intake on patients' flow sheets.
- If patients are on forced fluids or fluid restriction, assigned staff are utilizing I&O worksheets and that they are transferring the I&O totals to the I&O flow sheet.
- LPNs are on the ward interacting with patients and documenting.
- All nursing service staff is engaged with patients in a therapeutic manner and a therapeutic milieu is maintained (**NO Horse playing, TVs are turned off Sunday through Thursday from 11:00pm – 6:00am and TVs are turned off Friday, Saturday, and holiday nights from 12:00midnight – 6:00am. No violent, graphic, sexually explicit, or otherwise inappropriate TV programming).**
- Review special precautions (behavioral and medical) and assure they are implemented and carried out correctly.
- Reassess new admissions in conjunction with the ward RN.
- Monitoring that new systems are implemented (e.g., HCT Assignment Worksheet, New Nursing Assignment Sheet).
- Using SBAR during hand-off communication.
- Use Shift Report audit tool to monitor shift reports.
- Monitor Kardexes and assure they are up to date.
- Accountability form is up to date.
- Assess that vital signs are monitored as ordered.
- Medications are being administered by licensed nurses only.
- Verify with patient that vital signs have been monitored.
- Environment is safe (Crash carts are monitored, refrigerator temperatures are monitored, items in refrigerators are labeled and include date).
- Ward is clean and orderly (nothing is in the cabinets beneath the sink, Laundry room log is maintained and washing machines are sanitized and lint is removed from the dryer, patients do not have food items in their rooms).
- Ask staff if they have attended mandatory IJ training. Ask them what they learned.
- Question staff regarding new policy updates (Weights, Meals, and Nourishments, Intake and Output).
- In U2, on day shift, assure that hand-off communication regarding treatment mall patients is occurring.
- Provide mentoring, coaching, and role modeling.
- Carry a folder with you that contain handouts and policies from IJ training, a copy of the shift report audit tool.

Signature of RN providing oversight _____

Describe issues or occurrences that require follow-up on the back of this form or attach a separate sheet. **Return to RNO** immediately after each shift.

Exhibit E1

HCT Orientation

Program Title: HCT Orientation

Prerequisite: NAI Certification

Program Format: Lecture, Handouts Audiovisual, Test

Target Audience: All HCTs, including Agency

Hours of Instruction: 24 hours

Course Objectives: Upon completion of this course the participant will be able to:

1. Verbalize appropriate policy and procedure for selected hospital/departmental policies.
2. Verbalize correct response to take in the event of emergency.
3. Demonstrate documentation on incident report.
4. Demonstrate assisting patients with meals.
5. Demonstrate documentation of progress note.
6. Discuss various forms in the medical record.
7. Discuss oxygen cylinders.
8. Demonstrate correct procedure for filling out lab requests forms and collection of specimens.
9. Demonstrate proficiency in HCT competencies.

Course Outline:

Day 1

1. Role of HCT
   a. Job Description (Handout)
   b. Hospital Mission/Philosophy Statements
   c. Organizational Structure (Handout)
   d. Legal Limits of NAI
2. Administrative Policies
   a. Dress Code
   b. Key Issuance & Retrieval & Key Security
   c. Emergency Codes (HCT responsibilities)
      1. Fire (Code Red) Fire Emergency Telephone #3222
      2. Medical (Code Blue) Emergency Telephone#3370
      3. Elopement (Team E Code S)
      4. Assistance needed (Team E Code E)
      5. Weather Con
      6. Plan Eagle
   d. ID Badges
   e. Oxygen & Flammable Gas Storage

5. Precaution flow sheet
6. Vital Sign flow sheet
   a. Pulse Oximetry
7. Lab Requisitions
8. Progress Notes
9. Tentative problem list
10. Prioritized problem list
11. Physician order sheet (review)
12. HCT admission procedure and documentation responsibilities (nursing assessment)
13. Kardex
14. Ward Report Forms
15. Assignment Sheets
16. Ward Intervention Flow Sheets
17. Patient ID Labels

2. Progress Notes
   a. Documentation Guidelines (Error Corrections, Ink Color)
   b. Progress Note Documentation
   c. PRN Documentation of Incidents & Behaviors
   d. Read vignettes
   e. Practice note
      1. Examples from Video
      2. Two Case Scenarios
   f. Progress note competency
3. Treatment Team Planning
4. Video
   a. Safe Medical Devices Act
5. Lab
   a. Completing Requisitions
   b. Urine Collections
6. Review/Practice vital signs
7. Video
   a. Spot Vital Signs Training Video
8. Review/practice transfer and ambulation

Day 3

1.HCT Competency Check-Offs
   a. Handwashing
   b.Vital Signs
   c. Pulse Oximetry
   d. Urine Collection
   e. Transfer and Ambulation

Exhibit E2

Cherry Hospital
Nursing Education

Program Title:	Nursing Orientation
Program Format:	Audiovisuals/Lecture/Hands-on Demonstration
Hours of Instruction:	8 hour
Target Audience:	Registered Nurses Licensed Practical Nurses Agency Nurses

Program Description:

1. This course is designed to introduce the newly employed nurse to the hospital policies and procedures, as related to patient management and treatment.
2. It serves as an introduction to the policies and procedures and correct documentation in regard to medication administration and transcription of orders.

Program Objectives:

After completion of this course, the new nurse will be able to:

1. Perform the nurse's role in medication administration, according to policy and procedure.

2. Demonstrate accurate transcription of the physician's orders.

3. Correctly document patient information and nursing interventions, as related to medication administration.

4. Verbalize understanding of Patient Accountability, Special Precautions, Fall Precautions, Sexual Activity Policy, Alcohol Withdrawal Management and various other policies.

Nursing Orientation Outline

1. Cherry Hospital
    1. Description of Services Provided
    2. Admission Procedures
    3. Treatment Programs
    4. Policy and Procedure Manual

2. Nursing Services Policy Manual
    a. Review of Selected policies
    1. Professional Image
    2. Time and Attendance
    3. Key accountability
    4. Search and Seizure
    5. Incident/Accident Reports
    6. Sentinel Events
    7. Patient Debriefing Policy
    8. Sexual Activity involving Patients Policy
    9. Organ Donation and Procurement (policy)
    10. Precautions and Standard Accountability
    11. Environmental Safety Rounds
    12. Falls Precaution
    13. Suicide Risk Assessment and Interventions
    14. Team E, Code E
    15. Team E, Code S
    16. Code Blue Policy
    17. Delayed Discharges
    18. Overdose Protocol
    19. Continuity of Care
        a. Shift Report
        b. Lab Tracking
        c. Kardex
        d. Client Movement
    20. Orders, Health Care Practitioner
        - Abbreviations
    21. Stat Lab Orders & Critical Lab Values
    22. Alcohol Withdrawal Management
    23. Medical Records Documentation
    24. Informed consent for psychotropic medications

Courses included in Nursing Orientation that should have substitution codes

Pain management (3291)
Age appropriate (6007)
Medical Records Documentation (3391)
Laboratory Policy Review (3193)

Nursing Education
07/08

Exhibit F

Health Care Technician Assignment Worksheet

Name_____
Date_____
Shift_____

Patient Name_____ ☐Precaution (type)_____
Vital Sign Frequency_____ Diet_____
Special Orders: ☐I & O ☐Force Fluids ☐OSPC ☐Progress Note Due
Appointments Today_____
Other information (medical/psychiatric/behavioral/etc.)

Patient Name_____ ☐Precaution (type)_____
Vital Sign Frequency_____ Diet_____
Special Orders: ☐I & O ☐Force Fluids ☐OSPC ☐Progress Note Due
Appointments Today_____
Other information (medical/psychiatric/behavioral/etc.)

Patient Name_____ ☐Precaution (type)_____
Vital Sign Frequency_____ Diet_____
Special Orders: ☐I & O ☐Force Fluids ☐OSPC ☐Progress Note Due
Appointments Today_____
Other information (medical/psychiatric/behavioral/etc.)

Patient Name_____ ☐Precaution (type)_____
Vital Sign Frequency_____ Diet_____
Special Orders: ☐I & O ☐Force Fluids ☐OSPC ☐Progress Note Due
Appointments Today_____
Other information (medical/psychiatric/behavioral/etc.)

Date_____ Unit_____ Ward_____

Hand-Off Communication (Shift Report): Audit Tool

Instructions: A designated RN completes the audit during Shift Report. Audit Tools are forwarded to the Nurse Manager for review and follow-up, and then to Nursing Education.

Exhibit G

Night Shift

RN Completing Audit _____

Yes	No	
☐	☐	Required staff participated, or staff not present received 1:1 report upon arrival
☐	☐	Kardex and Ward Report used to relay information
☐	☐	HCT wrote notes on assignment worksheet during report
☐	☐	RN and LPN wrote notes during report
☐	☐	Basic nursing care issues discussed (nutrition, hydration, elimination and general activity)
☐	☐	Assignments communicated to staff
☐	☐	Staff attentive with ample time for questions
☐	☐	Accountability rounds completed
☐	☐	Departing staff remained on ward until end of shift report and oncoming staff assumed responsibility

Day Shift

RN Completing Audit _____

Yes	No	
☐	☐	Required staff participated, or staff not present received 1:1 report upon arrival
☐	☐	Kardex and Ward Report used to relay information
☐	☐	HCT wrote notes on assignment worksheet during report
☐	☐	RN and LPN wrote notes during report
☐	☐	Basic nursing care issues discussed (nutrition, hydration, elimination and general activity)
☐	☐	Assignments communicated to staff
☐	☐	Staff attentive with ample time for questions
☐	☐	Accountability rounds completed
☐	☐	Departing staff remained on ward until end of shift report and oncoming staff assumed responsibility

Evening Shift

RN Completing Audit _____

Yes	No	
☐	☐	Required staff participated, or staff not present received 1:1 report upon arrival
☐	☐	Kardex and Ward Report used to relay information
☐	☐	HCT wrote notes on assignment worksheet during report
☐	☐	RN and LPN wrote notes during report
☐	☐	Basic nursing care issues discussed (nutrition, hydration, elimination and general activity)
☐	☐	Assignments communicated to staff
☐	☐	Staff attentive with ample time for questions
☐	☐	Accountability rounds completed
☐	☐	Departing staff remained on ward until end of shift report and oncoming staff assumed responsibility

BT: 8-12-08; revised 8-18-08