Nurse Manager Orientation

Name: _______________________________  Department ______________________
Date: ________________________

1. TTUHSC Orientation
   a. HSC New Employee Processing
      (Payroll, Benefits, Safety, Employee Health)  ____________/_______
   b. Texas Tech Welcoming Event  ____________/_______
   c. Sexual Harassment Training  ____________/_______
   d. Workplace Violence Training  ____________/_______
   e. Employment Non-Discrimination Training for State Employees  ____________/_______
   f. Strategies for Service Leadership  ____________/_______
   g. HSC Human Resources  ____________/_______
   h. School of Medicine Department of Volunteer Services and Staff Development  ____________/_______
   i. IDX Training  ____________/_______
   j. Compliance and Performance Improvement Training  ____________/_______
   k. Infection Control and Employee Health Training  ____________/_______
   l. Traffic and Parking  ____________/_______
   m. Conflict: Manage It, Solve It  ____________/_______
   n. Nursing Orientation for New Employees Medication Administration; Competency Exam; Age Specific Competencies, Recognizing and Reporting Abuse, Neglect, Exploitation of Children, Elderly  ____________/_______
   o. Interviewing and Hiring  ____________/_______
   p. Progressive Disciplinary Process  ____________/_______
   q. Security Awareness for Healthcare Personnel  ____________/_______

2. Policies and Manuals - have working knowledge of the following:
   a. Texas Tech Health Sciences Center Operating Policies and Procedures  ____________/_______
      1) Organizational Structure  ____________/_______
      2) Administration/Organization  ____________/_______
      3) Human Resources  ____________/_______
      4) Interviewing and Hiring  ____________/_______
   b. TTUHSC School of Medicine Policies and Procedures  ____________/_______
      1) Patient First Purpose, Philosophy, Objectives  ____________/_______
      2) Staff Development Responsibilities  ____________/_______
      3) Skills Inventories  ____________/_______
      4) Patient Care  ____________/_______
      5) PDQs  ____________/_______
   c. School of Medicine Departmental Policy and Procedure Manual  ____________/_______
d. American Academy of Ambulatory Care Nursing
   “Ambulatory Care Nursing Administration and Practice Standards”

American Academy of Ambulatory Care Nursing
“Telehealth Nursing Practice Administration and Practice Standards”
e. Equipment Manual (as per Department)
f. MSDS

3. Required Reports and Plans – have working knowledge of the following:
   a. Management Report (as per Department – See Nursing Reports in Patient Care Chapter Of SOM Manual)
   b. Nursing Care Hour Database/Timesheets (as Per Department)
   c. Nursing Staffing Model (as per Department)

4. Key Functions; Review PDQ (Job Description in detail With Department Chair, Medical Director, Administrator)

5. Staff Meetings Format; Review departmental meeting agenda.
   a. Departmental Leadership/Performance Improvement
   b. Departmental Nursing Staff Meetings
   c. SOM Committee Assignments

6. Schedules
   a. Master Faculty, Resident, Nursing
   b. Monthly/Weekly Faculty, Resident, Nursing