POLICY STATEMENT:
All nursing employees should participate in orientation and competency validation. The length of unit specific orientation will be determined by needs of the individual employee given their specific job responsibilities.

SCOPE:
This policy applies and will be distributed to all TTUHSC School of Medicine Clinics in Lubbock, also known as Texas Tech Physicians of Lubbock.

PROCEDURE:
1. Nursing new employee orientation should include:
   a. TTUHSC Benefits Orientation
   b. TTUHSC Welcoming Event
   c. General nursing orientation and competency validation (Nurse Manager or Staff)
   d. Unit specific orientation and competency validation
      *Exceptions to attending orientation (other than mandatory benefits orientation) may be approved by Director of Nursing Services in conjunction with Departmental Nurse Managers (i.e. re-hired nurses with recent experience)
      *A nursing employee transferring from one unit to another will need only to complete the new unit specific orientation.

2. New Nursing Employee Orientation/Competency Validation. Checklists should be completed 90 days after employment and should include the following:
   a. Basic CPR Certification
   b. Medication Administration Exam
   c. Age Specific Competency Review
   d. Recognition and Reporting of Abuse, Neglect, Exploitation of Children, Elders, Disabled
   e. Universal Precautions/Infection Control
   f. Point of Care, Waived Testing Specific to Department
   g. Performance Improvement/Compliance
   h. Nursing Peer Review
   i. Security Awareness for Healthcare Personnel
   j. Medical Emergency Management
3. “Annual Competencies” will be determined by the Director of Nursing Services and Nurse Managers. Annual competencies are items that are high-risk and/or low frequency and need re-credentialing through content review, return demonstration, written tests, etc. Annual competencies attendance/completion should be mandatory.

APPROVAL AUTHORITY:
This policy should be reviewed and approved by the Chief Medical Officer.

RESPONSIBILITY AND REVISIONS:
It shall be the responsibility of the Director of Nursing to initiate any revisions to this policy and it shall be the responsibility of the Chief Medical Officer to approve any revision to this policy.

ATTACHMENTS:

Signatory approval on file by: Dale M. Dunn, MD
Chief Medical Officer, School of Medicine