

## Unit/Area Orientation for Agency/Contracted Personnel

Welcome and thank you for coming to work at Northwestern Memorial Hospital today. In order to make your shift easier, safer and more enjoyable, your Clinical Coordinator, charge person or preceptor will briefly review the following information with you before the shift begins. Please check off each item as reviewed, insert unit-specific information as needed and return this form to the agency binder (located in every patient care area) immediately after your shift has ended.

**Please remember to ask NMH staff questions as they arise.**

<b>Unit/Area Geography</b>	
	Location of the conference/report room
	Location of the policies/procedures, use of NM Connect
	Location of the clean utility room and door code
	Location of the soiled utility room
	Location of the pantry, lounge, rest-rooms
	Location of Automated Medication Dispensing machine (OmniCell), door code and password
	Location of crash cart and emergency equipment; how to call an arrest and the RRT
	Location of linen cart
	Location of pneumatic tube system and unit code
	Location of pharmacy pick-up and drop-off boxes
	Location of
	Location of
<b>Communications/Safety</b>	
	Identification of key personnel (CC, charge, preceptor, ... etc.)
	Use of call light system
	Use of phone/paging system
	Unit fire plan, include location of alarm pulls, alarm code, extinguishers, exit routes
	Pertinent page and/or phone numbers (pharmacy, transport, ... etc.)
	Meal & break times, reporting off to colleague, hand-offs
	Resident on-call list, phone and pager numbers
	Area specific documentation requirements
	Other
	Other
<b>Relevant Policies/Procedures/Protocols</b>	
	Labeling system, specimens
	Patient falls program
	PowerChart documentation, EMAR; restraints, electronic documentation
<b>Relevant Equipment</b>	
	Patient lifting equipment

Unit: \_\_\_\_\_ Date: \_\_\_\_\_

NMH Staff Name: (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Agency Staff Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return this form to the agency binder immediately after your shift.  
AMR staffers will collect forms from unit binders.**