

# ***Our Lady's Children's Hospital, Crumlin***

***Orientation package  
Documents for all Nursing Grades  
Issue date: November 2014  
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*.....where children's health comes first*

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### Orientation programme received by nurse and explained by preceptor

**Signed: Preceptor:** \_\_\_\_\_ **Nurse:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Introduction**

*The Senior Nursing Management team and I, the Director of Nursing, would like to take this opportunity to welcome you to the Our Lady's Children's Hospital. We at our Lady's Hospital pride ourselves on the quality Nursing care we deliver to our patients/parents and families.*

*In order to prepare you for this task, we have put together this booklet that can be used as an orientation guide, to assist you. This booklet is divided into 3 sections with each section having a series of activities. The Clinical Nurse Manager/Clinical Facilitator/preceptor facilitating your orientation will review this document with you during the first interview of your placement and decide which aspects of this general orientation are required by you for the purpose of working in your specific area. The document is not intended to be prescriptive and aspects of it may or may not be required. The orientation document will then be reviewed during your intermediate interview, in order to ensure that all required sections have been addressed. The boxes on the left of the page will denote those areas suggested by your orientation facilitator. This document is not intended to be prescriptive and can be streamlined to suit your specific needs.*

*On completion, we would appreciate if you would complete the evaluation form and return it to your orientation facilitator, this will assist us in the fine tuning of orientation programmes and ensure we have covered all eventualities.*

*Many thanks and once again welcome to our childrens hospital*

*Rachel Kenna  
Director of Nursing*

## General orientation information

- ☐ Meeting with CNMs/Staff and DNM
- ☐ Orientation to ward/area/division/shown around ward area/Orientation to hospital with tour
- ☐ Introduced to all staff members and departmental structure discussed.
- ☐ Identification of staff members and uniforms used
- ☐ Admission of a child to the ward/ Discharge of a child/Transfer of a child to another hospital/department
- ☐ Hospital bleep system
- ☐ Emergency bleep/ Emergency trolley
- ☐ Model of Nursing care in use.
- ☐ Whistle stop tour of documentation in use/Careplans / Guidelines / Documents
- ☐ Plan for week of orientation,
- ☐ Expectations of orientator and orientee.
- ☐ Meal times for patient and staff/Canteen rules etc.
- ☐ Identification and car parking
- ☐ Work with peers
- ☐ Hospital intranet/Email if applicable/ wards folder/gdrive or bdrive/bulletin board
- ☐ Accessing the Lab and Xray system
- ☐ Hospital census
- ☐ Hospital ward activity /Dependency system???
- ☐ Self rostering information and off duty management hours to work
- ☐ Study leave/force Majeur
- ☐ Identification and car parking
- ☐ Human Resources, Contract, salaries, badge etc
- ☐ Job description highlighted, role of Staff nurses and expectations....

## Clinical

- ☐ Patient care prioritization/patient care journey/quality
- ☐ Nursing documentation/audit of nursing documentation
- ☐ Nursing observation documentation, careplans, fluid sheets, assessment sheets
- ☐ Patient Safety issues
- ☐ Child Protection
- ☐ Risk management /incident reporting
- ☐ Leadership programmes, self development inclusive of updating and education programmes
- ☐ Promotion of evidence based decision making
- ☐ Ward routine, philosophy and report, identification of fire escapes and hazards
- ☐ Nursing Practice Guidelines, documents available
- ☐ Nursing Practice Committee and members

### **Practical information**

- ☐ Patient profiles and associated services delivered
- ☐ Equipment in use on ward
- ☐ Medication management, ☐ TPN, ☐ Chemotherapy, ☐ Central Venous Access device, ☐ Needle free devices, ☐ IV study day
- ☐ Disease specific books/policies available on each ward.
- ☐ Visit to clinics/CNS if appropriate
- ☐ Ward meeting/Forum to address issues
- ☐ Discharge against medical advice
- ☐ Parent absconds with a child, what to do!!!
- ☐ Hospital security/Hospital watch
- ☐ Patient Safety issues

## Managerial

- Human Resources, Contract, salaries, badge etc
  - Self rostering Information
  - Annual Leave guidelines
  - Study leave guidelines
  - Force Majeur/Maternity leave/Parental leave
  - Sick Leave Policy and ringing in sick
- Staffing compliments and staff post numbers database with DNM Nursing HR
  - Specific Industrial Relations issues relevant to your areas of responsibility
  - Recruitment process within OLCHC
  - Meet with relevant medical staff from division
  - Meet with CNS teams in your area of responsibility
  - Managing complaints
  - Risk management
  - Managing clinical incidents

### Hospital security/Hospital watch

- Reporting structure in the organisation
- Time with DNM/ADN
- Time with site/bed manager
- Hospital committees
- Organisational structure/reporting structure
- The who to contact in NCNM, ABA, etc
- Senior nursing management meetings
- Orientation programmes/Documents
- Preceptorship programmes □ Student assessment
- Continual Professional Development for Nursing Staff
- IT system and functionality
- Mandatory lectures and training

*Basic life Support, (annual)/Fire Lectures (Annual)/Manual Handling (!8months)/IV Study day/ Major Emergency plan-updates, Child protection, Blood and Infection control*

- Staff development programmes

## Educational

- ☐ Further educational self-development and training
- ☐ Study leave guidelines OLCHC
- ☐ Reference writing for staff
- ☐ Interviewing skills training
- ☐ Mandatory education and training
- ☐ Specific education and training based on service need
- ☐ Consideration of college education desired/required by the post
- ☐ Preceptorship programme
- ☐ Off duty management
- ☐ Action plans and constructive criticism
- ☐ Audit of practice
- ☐ Quality in Action
- ☐ Nurse Practice Committee
- ☐ Writing Guidelines, Careplans, Charts
- ☐ Creating an audit

## Professional

☐ Grievance procedure/Disciplinary procedure

☐ Professional accountability/responsibility

Nursing and Midwifery Board of Ireland

1.Scope of Practice, ABA

2.Recording Clinical Practice, ABA

3. Guidance on Medication management, ABA

4.Code of Professional and ethical conduct, NMBI

5.Guidance to nurses and Midwives on the development of Policies and guidelines

6.Social Media guidelines for registered nurses

☐ Career path identification-professional development plan

☐ Evaluation of programme and suggested improvements

☐ Role clarifications of S/N/CNM 1/2/3/ADN/DNM and job specs

## Suggested Reading list

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Prevention of Abuse of Children by a staff member while in the care of the hospital</li> <li><input type="checkbox"/> Annual leave, rostering hours</li> <li><input type="checkbox"/> Sick Leave policy --Ringing in sick</li> <li><input type="checkbox"/> Study leave guidelines</li> <li><input type="checkbox"/> Writing a reference for a staff member (For CNM 2 +3 only)</li> <li><input type="checkbox"/> Medication Policy</li> <li><input type="checkbox"/> Intravenous Guidelines</li> <li><input type="checkbox"/> Breast Feeding Guidelines-</li> <li><input type="checkbox"/> Nurse Practice Committee folder</li> <li><input type="checkbox"/> Patient identification-process</li> <li><input type="checkbox"/> Resuscitation Guidelines</li> <li><input type="checkbox"/> Grievance procedure</li> <li><input type="checkbox"/> Concerns regarding child abuse/neglect-process</li> <li><input type="checkbox"/> Blood transfusion &amp; blood product policies and</li> <li><input type="checkbox"/> Safe Site Surgery</li> <li><input type="checkbox"/> Consent Policy</li> <li><input type="checkbox"/> Child Protection</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Freedom of information- online</li> <li><input type="checkbox"/> Data Protection</li> <li><input type="checkbox"/> Severe Acute Asthma in children,</li> <li><input type="checkbox"/> Management of Status Epilepticus,</li> <li><input type="checkbox"/> Management of Meningococcal Meningitis,</li> <li><input type="checkbox"/> Management of Diabetic Ketoacidosis                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Haemostasis &amp; Thrombosis, Dr Owen Smith</li> <li><input type="checkbox"/> Haemoglobinopathies, Dr C Mc Mahon</li> <li><input type="checkbox"/> Management of Children with Liver disease, Liver team</li> <li><input type="checkbox"/> Unidiversion, Urodynamics team</li> </ul> </li> <li><input type="checkbox"/> Oncology handbook</li> <li><input type="checkbox"/> Booklet appropriate to ward area</li> <li><input type="checkbox"/> Guideline on Obtaining Consent</li> <li><input type="checkbox"/> Death of a child, booklet</li> </ul> <p>guidelines</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Infection control policies folder</li> <li><input type="checkbox"/> Complaint handling/OLHSC</li> </ul> <li><input type="checkbox"/> Dignity at work             <ul style="list-style-type: none"> <li><input type="checkbox"/> Accident/Incident reporting</li> <li><input type="checkbox"/> Medication Safety report form</li> </ul> </li> |
|--|--|

### ***National policies/ Department of Health and Children/Health Service Executive***

1. Child Care Act 2001
2. Childrens Act
3. Misuse of Drugs Act
4. Children First, 2011
5. Dignity at work
6. Nurses Act 2011
7. Trust in care
8. Action Plan for People Management in the Health Service
9. National Policy Breast feeding
10. Palliative care assessment needs for children, 2005
11. National Childrens Strategy

12. Control and prevention of MRSA in hospitals
13. Guidelines for Hand hygiene in health care settings
14. Children's Health First
15. Children First
16. Safer Better Healthcare Standards
17. Smoke free work place
18. Health and Safety legislation
19. Equal Status act
20. Brennan Report
21. Hanly report
22. European Working time Directive
23. Our Children, Their lives
24. Bristol Inquiry
25. Mid Staffordshire report-learning from mid staff
26. Open Disclosure
27. National Consent Policy
28. RCN Health Service Standards for nurses caring for Chhildren and Neonates
29. Safe Site Surgery
30. European Working Time Directive
31. Freedom of Information
32. Mental Health Act
33. Data Protection Acts 1988/2003
34. Paediatric Charter
35. European Convention on Human rights 2003
36. Protection of Life during pregnancy
37. National Standards for the Protection and Welfare of Children HIQA
38. Safer Better Healthcare HIQA
39. National Decontamination Standards, HIQA
40. Code of Practice for Healthcare Records Management, HIQA
41. Standards of practice in the management of Healthcare Associated infections, HIQA
42. Endoscopy Standards, HIQA

## This image shows a full page of white paper with horizontal dashed lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing or drawing. There are no margins, text, or other markings on the page.

**Our Lady's Children's Hospital, Crumlin, Dublin 12**

**Orientation Programme**

**Completion of Orientation Programme**

**Summary Sheet**

**Full Name:** \_\_\_\_\_ **P.I.N. Number:** \_\_\_\_\_

**Clinical Area/Unit:** \_\_\_\_\_

**Date attended Intravenous Study Day:** \_\_\_\_\_

**I confirm that \_\_\_\_\_ has completed an Orientation Programme**

**Signed:** \_\_\_\_\_  
**Preceptor / Clinical Facilitator / Clinical Nurse Manager/ADN**

**Date:** \_\_\_\_\_

**I confirm that I have received an Orientation Programme.**

**I agree to maintain, and update where necessary, my knowledge of the documents, policies and guidelines addressed during this programme, including any revision made to content of these or if any additional documents are developed.**

**Signed:** \_\_\_\_\_  
**Nurse**

**Date:** \_\_\_\_\_

***Please forward the summary sheet only to Nursing Human Resources.***

***Also keep a copy of summary sheet for your own personal records/portfolio.***

### WHO TO MEET LIST

1. **CLINICAL PLACEMENT CO-ORDINATORS**  
Naomi Bartley: Bleep 8597 Email: [Naomi.bartley@olchc.ie](mailto:Naomi.bartley@olchc.ie)  
Elaine Harris: Bleep 8596 Email: [Elaine.harris@olchc.ie](mailto:Elaine.harris@olchc.ie)  
(Co-ordinates students on BSc Nursing Integrated course attending OLCHC)
2. **ALLOCATIONS LIAISON OFFICER**  
Janet Coldrick: Bleep 8595 Extension 6100  
(Coordinates undergraduate and seconded student's placements)
3. **CLINICAL COORDINATOR**  
Carmel Gallagher: Bleep 8598 Ext: 6373  
(1 year programme HDNS children's nursing)
4. **PRACTICE DEVELOPMENT COORDINATORS**  
**Fionnuala O Neill**  
Email: [practice.development@olchc.ie](mailto:practice.development@olchc.ie) Bleep: 8638 Phone: 6637  
(**Area or responsibility:** Practice development i.e. guidelines etc.; nursing documentation, product trials etc...)  
**Carol Hilliard**  
Email: [carol.hilliard@olchc.ie](mailto:carol.hilliard@olchc.ie) Bleep: 8648 Phone: 2884  
(**Area or responsibility:** Nursing Research, undergraduate nursing education, higher diploma post registration students and children's nursing programme.)
5. **NURSING HUMAN RESOURCES**  
Joan Troy (Divisional Nurse Manager) Bleep: 8587 Ext. 6310
6. **CNM COMMITTEE & CNM Committee representatives**

<b><u>Evaluation of orientation</u></b>	
1. Did the orientation package suit your specific needs? (If no please comment)	Y / N
2. Was the time spent in each area sufficient? (If no please comment)	Y / N
3. What areas if any do you feel need further time?	
4. Having not worked / worked (please indicate) in the organisation do you consider this orientation package gave you a reasonable understanding of the organisational workings?	Y / N
5. Did it assist you spending time with Site manager/Bed manager/CNM 2 or other ward/line managers in the organisation (Please comment)	Y / N
6. Comments regarding how this orientation pack may be improved	
Many thanks for taking the time to complete the attached evaluation Signature_____	
Date_____	
Ward_____	

*Please return completed evaluation to the facilitator of your orientation*