

Tracking Orientation, Competencies, and Nursing Skillsets

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Outcome:

The Learner will have knowledge of best practices to strengthen safe patient care, and work place safety.

Objectives:

- Describe why orientation is needed
- Define best practices for evaluation unit specific orientation
- Identify tools and resources for tracking competencies and training

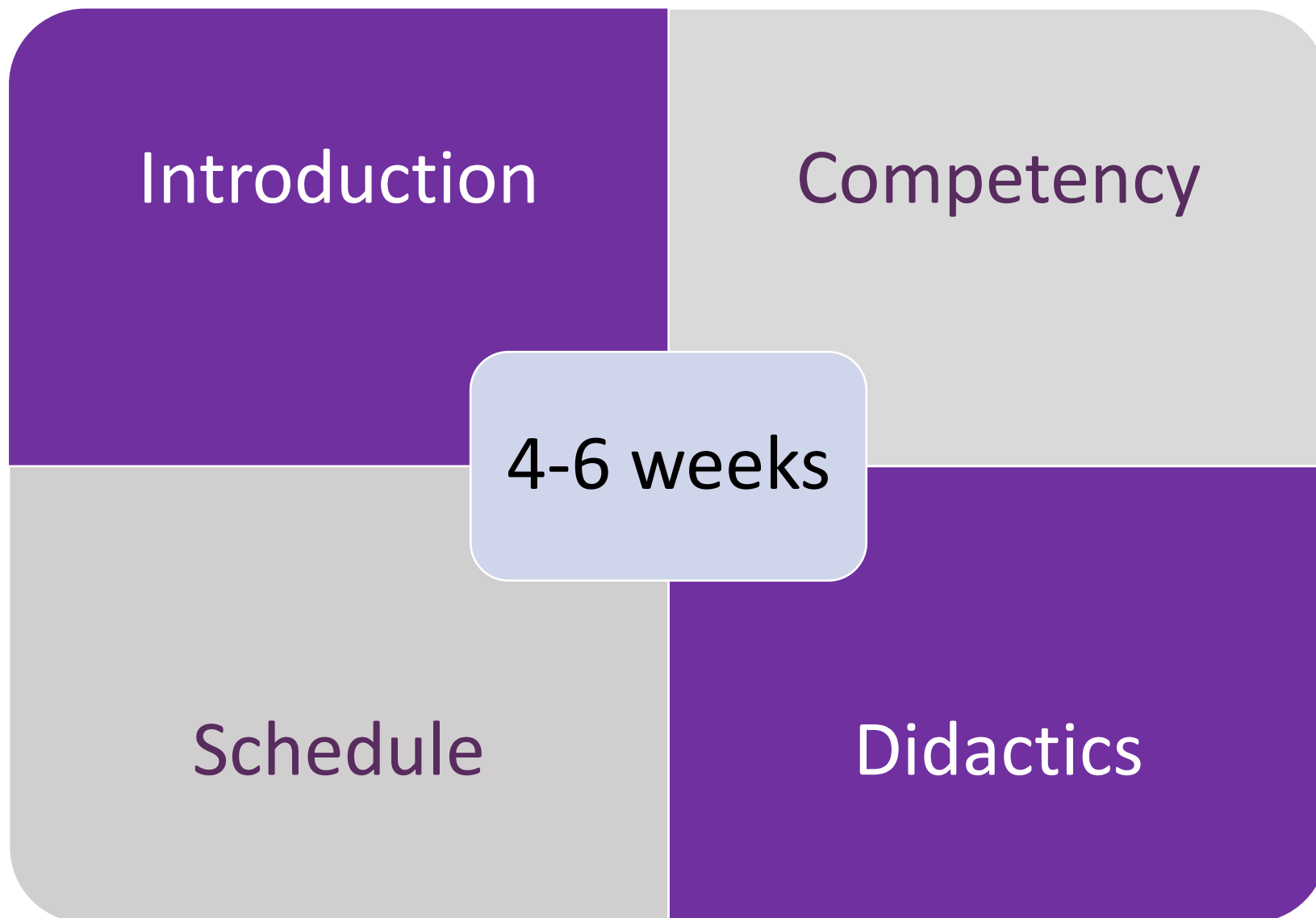
The Vision & Mission

- **Walter Reed leads the world by transforming the teaching and practice of military medicine¹.**
- **We are the premier military academic health center. We provide innovative patient-centered care and advance readiness, quality, education and research¹.**

Reflections

- Do you remember your first orientation?
- How was the process?
- Was it long enough?
- Were you well prepared to do the job?

- First Report Day
- Department/Unit overview
- Competencies
- Assignments
- Preceptorship



Outlining the Process

WRNMMC Orientation for the Surgical Staff Members

- Hospital Orientation Vs 1st Day Report to Department
- Information Technology training for computer access/ Team Stepps Training
- Unit Scavenger Hunt & Department Training

- Walk through with RN Educator
- Enlisted escorts new military staff
- Intro at huddle
- Nursing meeting
- TeamSTEPPS

Welcome

At Muster

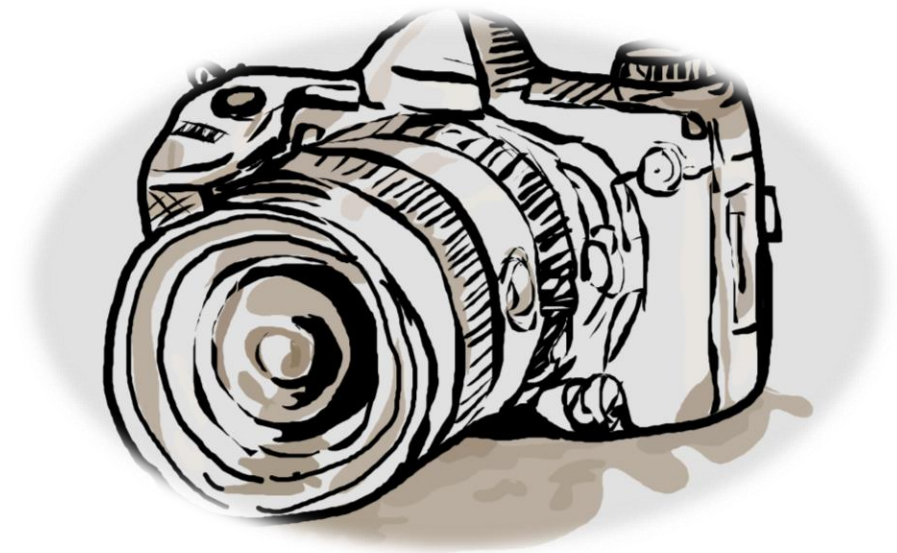
- The department Musters take place for all Perioperative Surgical Staff to gather in designated areas at 0645-0658. (M, T, W, & Fri)
- Thursdays Musters take place at 0645-0745 for In-services
 - New Staff is introductions
 - Information sharing
 - Recognition, and Awards

TeamSTEPPS?

Team Strategy communication tool for:

- ✓ **Systems Training**
- ✓ **For Emotional**
- ✓ **Predictability &**
- ✓ **Problem Solving.**

- Identifying new staff became easier by snapshots. Onboarding staff had their pictures taken and emailed to internal staff list.
- Pictures posted through out the department
- Electronically posted on the LENS Board



Experience RN

Service	Days
Preop	1
General/Pediatrics	3
GYN	3
Orthopedics	3
Neurosurgery	2
Urology/Stone Center	2
Plastics	2
ENT	2
Ortho	1
PVS	1
SPD	1
2300-0700	1

Novice RN

Service	Days
Preop	2
General/Pediatrics	7
GYN	7
Orthopedics	7
Neurosurgery	3
Urology/Stone Center	4
Plastics	3
ENT	4
Ortho	2
CT	1
PVS	1
SPD	1
1400-2200	1
2300-0700	1

Length of Orientation

New staff members who have worked in an operating room before will be allotted 2-4 weeks in the OR to familiarize themselves to our processes; all based on ongoing assessments

New Nurses to the OR, and who have just graduated from school are allotted up to 11 weeks for complete of rotation.

Flying Solo

Orientation concludes once:

- ✓ Completion rotation through all shifts from some
- ✓ Able to work in room unassisted
- ✓ Computer Access
- ✓ Pediatric Clearance.

A Learning Culture

Promoting continuous learning involves coordination of educational activities is vital.

In today's reality the front-line staff are still responsible for successful outcomes (Flanagan, 2019).

Thursday Late Start!

- Designated as weekly In-services
- Hour long in duration
- Covid precautions taken
- Hybrid options
- Equipment
- Patient Care
- Medication
- Best Practices

- Refresher Courses to update knowledge
- Active participation in practical skills
- Educational components delivered by staff



- Involves all Perioperative RN and Surgical Technicians
- Policy review on labeling and administration
- Adhering to manufacturer's guidance

8 Safe Med Rights

- | | |
|--------------|-----------------|
| • Patient | • Route |
| • Medication | • Indication |
| • Dose | • Documentation |
| • Time | • Response |

In services also can occur in other departments outside of the surgical department for Lessons Learned. Valuable information is shared for best practices.

266 mg (20 mL)

13.3 mg/mL

The 20 mL vial contains
to large surgical sites



133 mg (10 mL)

13.3 mg/mL

The 10 mL vial contains
to small surgical sites

- Reportable events are discussed should procedural change take place. (Counts, Fire Risk Assessment, Audits, and etc...)
- Stand downs for:
 - ✓ Anti-Harassment.
 - ✓ Communication & Team Work
 - ✓ Relationship Centered Care
 - ✓ Mindfulness activities

CAF Folder where training material are maintained.

Records maintained dually by way of manually or electronically

Staff responsible for keeping accurate.



- Annual/Bi-Annual
 - HIPPA
 - Cyber Security
 - Seasonal Safety Awareness
 - BLS/ACLS
- Staff Specific
 - Records Management
 - Suicide Awareness
 - Equal Opportunity
 - Emergency Preparedness & response

Increasing Compliance in Trainings

Non-completion of training(s) may result in denial for Leave & Liberty.

Delays approval for staff with interest for approved early release from work.

The Holiday seasons results in over 75% of staff being up to date on tracker especially near December 25th



Training Tracker



NAMES	Title	Annual PD	BIS (Every 2 Yrs)	ACLS (Every 2 Ys)	PALS (Every 2 Ys)	TNCC (Every 4 Ys)	CST (Every 4 Yrs)	CNOR (Every 5 Yrs)	ART (Q3Yrs)	ATL 1 (Annual)	Combat Trafficking (CTIP) (Q 3 Ys)	Constitution Day (Annual)	QAR (Annual)	Cyber Awareness (Annual)	ECATTS (Every 3 Yrs)	E/O (Annual)	Ethics (Once)	HIPAA (Annual)	INFOSEC (Once)	INSIDER THREAT (Annual)	No Fear Act (Every 2 Yrs)	OPSEC (Annual)	Records Management (Annual)	SAPR & SHARP (Annual)	Transgender (Once)	Unauthorized Disclosure	Security Awareness Workplace Security (Annual)	Periodic Competency (Every 3 Ys)	ESAMS	Fit Test (Annual)		
A,A	RN	Mar-22	Aug-22	N/A	N/A	Jul-23	N/A	N/A	Jun-21	Jan-22	Oct-20	Mar-22	Sep-20	Sep-21	Dec-21	Oct-20	Jul-15	Jan-22	Sep-21	Aug-21	Oct-21	Sep-21		Oct-20	Mar-17	Aug-21	Mar-22	Orient	Mar-20	Oct-20		
B,B	RN	Jan-21	Dec-21	N/A	N/A	N/A	N/A	Dec-21	On hold	Oct-21	Oct-21	Mar-22	Nov-21	Sep-21	Oct-23	Nov-21	Nov-15	Apr-21	Sep-21	Aug-21	Oct-22	Aug-21	Mar-22	Nov-21	Feb-17	Aug-21	Mar-22	Dec-20	Apr-21	Apr-21		
C,C	RN	Mar-22	Apr-21	Apr-21	Apr-21	N/A	N/A	Dec-25	Mar-24	Jul-21	Jul-21		Jul-21	Jul-21	Jul-23	Jul-21	N/A	Nov-21	Sep-21	Sep-21	Mar-23	Sep-21	Mar-22	Jul-21	Jul-20	Sep-21	Mar-22		Nov-21	Jul-21		
D,D	RN	Jan-18	Mar-21	N/A	N/A	N/A	N/A	N/A	On Hold	Mar-21	Mar-21		Mar-21	Mar-21	Mar-23	Mar-21	Jan-15	Mar-21	Aug-21		Mar-21	Aug-21		Mar-21	Mar-17	Aug-21			Sep-20	Jun-20	Apr-21	
C,C	RN	Feb-21	Sep-22	Feb-23	N/A	N/A	N/A	Dec-25	Jul-21	Nov-21	Nov-21		Jan-22	Sep-21	Nov-22	Nov-21	Jul-14	Aug-21			Nov-21			Nov-21	Mar-17				Jan-21	Oct-20	Nov-21	
E, E	RN	Mar-22	Sep-22	Jul-22	Sep-22	N/A	N/A	Dec-22	Jan-22	Dec-21	Jan-22	Dec-21	Dec-21	Dec-21	Dec-23	Jan-22	N/A	Dec-21	Dec-21	Dec-21	Dec-22	Dec-21	Dec-21	Dec-21	Dec-21	Jan-20	Dec-21	Dec-21	Dec-21	Dec-23	Jan-22	Jan-22
F, F	RN	Feb-21	Nov-21	N/A	N/A	N/A	N/A	N/A	Jun-21	Nov-21	Nov-21	Mar-22	Nov-21	Aug-21	Aug-23	Nov-21	Aug-14	Jun-21	Aug-21	Aug-21	Aug-22	Aug-21	Mar-22	Nov-21	Feb-17	Aug-21			Aug-20	Jun-21	Sep-21	
G,G	RN	Feb-21	Sep-21	N/A	N/A	N/A	N/A	Dec-21	On Hold	Dec-20	Dec-20		Dec-20	Sep-21	Nov-20	Dec-20	Nov-17	Dec-21			Dec-21			Dec-20	Mar-17				Dec-20	Mar-21	Apr-21	
H,H	RN	Feb-21	Oct-22	N/A	N/A	N/A	N/A	Dec-22	On Hold	Sep-20	Oct-21		Sep-20	Sep-20	Sep-22	Sep-20	Sep-14	Oct-21	Sep-21	Sep-21	Sep-21	Sep-21	Mar-22	Sep-20	Apr-17	Sep-21			May-22	Jun-20	Feb-22	
I, I	RN	Feb-21	Aug-21	N/A	N/A	N/A	N/A	Dec-25	Jan-22	Jan-22	Feb-22	Feb-22	Feb-22	Sep-21	Dec-21	Feb-21	Dec-14	Sep-21	Sep-21	Sep-21	Feb-23	Sep-21	Feb-22	Feb-21	Mar-17				Dec-20	Dec-20	Apr-21	
J, J	RN	Feb-21	Sep-22	N/A	N/A	N/A	N/A	N/A	On Hold	Feb-21	Feb-21		Feb-21	Feb-21	Feb-23	Feb-21	Feb-20	Feb-21			Feb-22			Feb-21	Feb-20					Feb-21	Mar-21	
K,K	RN	Feb-21	Sep-22	N/A	N/A	N/A	N/A	Dec-22	On Hold	Sep-21	Oct-21		Feb-22	Dec-21	Oct-22	Sep-21	Jan-14	May-21	Sep-21	Aug-21	Sep-22	Sep-21		Nov-21	Feb-17	Sep-21			Jan-22	Jan-20	Feb-22	
L,L	RN	Feb-21	Jun-21	N/A	N/A	N/A	N/A	Dec-22	On Hold	Jun-21	Oct-21	Mar-22	Oct-21	Oct-21	Nov-21	Mar-22	Jul-14	Oct-21	Mar-22	Mar-22	Oct-21	Mar-22	Mar-22	Mar-22	Feb-17	Mar-22	Mar-22	Nov-21	Sep-20	Dec-20		
M,M								Dec-21	On Hold	Jul-21							N/A	Jun-21														
N,N	RN	Feb-21	Oct-21	Oct-22	N/A	N/A	N/A	Dec-21	On Hold	Jun-21	Jun-21	Jan-22	Jun-21	Dec-21	Dec-22	Dec-21	Aug-14	Jun-21	Sep-21	Sep-21	Dec-22	Sep-21	Jan-22	Dec-21	Mar-17	Sep-21	Jan-22	Dec-20	Dec-21	Feb-22		
O,O	RN	Mar-22	Sep-21	N/A	N/A	N/A	N/A	N/A	May-21	Mar-22	Mar-22	Mar-22	Mar-22	Mar-22	Mar-24	Nov-20	Jan-14	Sep-21	Aug-21	Aug-21	Nov-21	Aug-21	Mar-22	Mar-22	Feb-17	Aug-21	Mar-22	Dec-20	Mar-22	Mar-21		
P,P	RN	Feb-21	Dec-21	N/A	N/A	N/A	N/A	Dec-25	On Hold	Feb-21	Jan-21		Sep-21	Dec-21	Nov-20	Dec-21	Nov-18	Sep-21	Sep-21	Sep-21	Jan-22	Sep-21		Jan-21	Apr-17	Sep-21			Aug-20	Aug-20	Dec-21	
Q,Q	RN	Mar-22	Feb-22	Mar-22	N/A	N/A	N/A	Dec-25	Jun-21	Jun-21	Jun-21		Jun-21	Jun-21	Jun-23	Jun-21	Jun-20	Jun-21			Jun-22			Jun-21	Jun-20					Jun-21	Jun-21	
R,R	RN	Jun-21	Feb-22	Feb-23	Apr-22	N/A	N/A	N/A	Jun-21	Jun-21	Jun-21		Jun-21	Jun-21	Jun-23	Jun-21	Jun-20	Jun-21	Aug-21	Aug-21	Jun-22	Aug-21		Jun-21	Jun-21	Aug-21			Jun-23	Jun-21	Jan-22	
S,S	RN	Feb-21	Aug-21	N/A	N/A	N/A	N/A	Dec-21	On Hold	Sep-21	Jan-22		Jan-22	Oct-21	Dec-22	Jan-22	Nov-20	Sep-21		Sep-21	Oct-21	Aug-21		Oct-21	Oct-17	Sep-21			Dec-22	Mar-21	Apr-21	
T,T	RN	Mar-22	Sep-22	N/A	N/A	N/A	N/A	N/A	Mar-24	Jan-22	Jan-22	Mar-22	Jan-22	Sep-21	Aug-22	Jan-22	Aug-14	Sep-21		Jan-22	Jan-23	Sep-21	Mar-22	Jan-22	Mar-17	Sep-21	Mar-22	Dec-20	Feb-22	Feb-22		

Formula Key for Tracker Spreadsheet.



Good

- 30 days greater than Sept. 27



Expiring

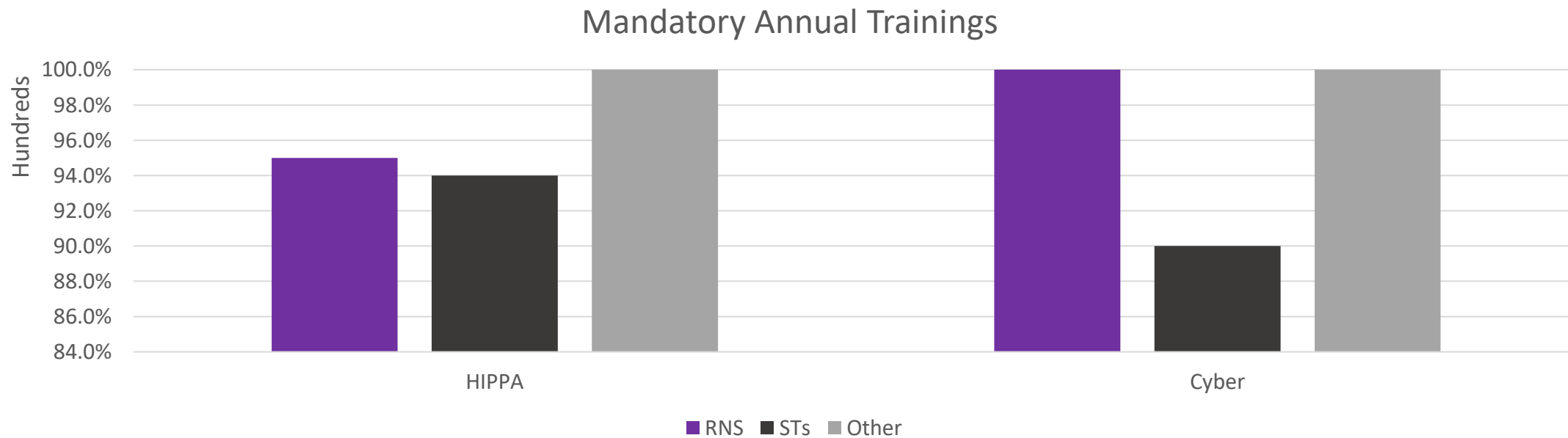
- Within 30 days to Sept. 27



Overdue

- Less than Sept. 27

- =TODAY() +30 highlights all dates greater than due date (i.e. dates greater than the current date). You can use it to highlight upcoming events
- =TODAY() and =today () +30 highlights dates within 30 days
- =TODAY() highlights all passed dates than today or set date). Can be used to format expired subscriptions, overdue payments etc.



Orientation & Financial Impact

- A predetermined amount of money is distributed based on orientation for newly hired staff.
- Every effort is made to send staff for conferences, trainings, and educational courses for development.



Retention Matters

Staff are encouraged to seek Tuition Assistance, and Student Loan Repayment options with service agreements.

Skill mix within the unit is highly diverse, and equates a safe team culture.

On-going Support

Even with the successful completion of training, and accumulation into the organization orientation, and training remain continuous (Hemingway & Morrissy, 2013).

Questions???

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