

COURSE REFERENCE NUMBER	COURSE NAME	TIME	DATE	CW INITIALS	CC INITIALS	N/A
SELF GUIDED GENERAL "E-LEARNING" MODULES FOR REVIEW						
Contingent Worker to initial & date upon completion of e-learning. Manager/Educator/Designated Leader to mark any non-applicable modules.						
13785	Blood Product Administration	18 min				
Review for Hands-On	PT0051 Glucose Monitoring in Whole blood (Nova Stat strip Glucose Monitoring System) PT0051C1 – <i>Content Test to complete and bring to training</i>	15 min				
16329	N95 and PAPR for Bio Aerosol Protection	16 min				
13679	Restraints and Seclusions	12 min				
PREREQUISITE	OSHA Medical Questionnaire_WithSubmit.pdf – complete in preparation for N95 and PAPR trainer – <i>Completed and submitted digitally on the website.</i>	5 min				
Website	Defibrillator Resources: Access the following modules via Zoll website R Series Videos (Software Version 14) <ul style="list-style-type: none"> R series ALS: Brief Overview - Software v 14 Introduction to R Series Basic Operation Patient Preparation Monitoring Advanced Monitoring Capabilities Defibrillation Real CPR Help and See-Thru CPR Support Functions Pediatric Patients Closing Summary 	20 mins				
	Vocera User Training Videos Learn a name and a command Phone integration – calling an outside number Vocera Documents for Central Hospitals Vocera 3000 command pocket card Vocera 3000 reference card	3:26 min 1 min 5 min 5 min				
JOB AID	<ul style="list-style-type: none"> Using the Time Clock Punching on the Web UKG App Tip Sheet Checking my Schedule in the Mobile App 	10 min				
	COVID-19 Resources for caregivers: PPE-Masking Toolkit <ul style="list-style-type: none"> Standard Precautions: Hand hygiene and PPE How to wear a mask How to keep safe in the breakroom Cleaning your workspace 	6 min 5 min 5 min 5 min				

JOB AID	<ul style="list-style-type: none"> Medication Administration Job Aid 	2 min			
JOB AID	<ul style="list-style-type: none"> Hospital Acquired Prevention Guide 	2 min			

SELF GUIDED GENERAL “E-LEARNING” MODULES TARGETING ELECTRONIC HEALTH RECORD (Cerner = iCentra) FOR REVIEW

Contingent Worker to initial & date upon completion of e-learning. Manager/Educator/Designated Leader to mark any non-applicable modules.

211053	iCentra for Acute Nursing: Care Compass	10 min			
211055	iCentra for Acute Nursing: Search for Pts	10 min			
211061	iCentra for Acute Nursing: Navigate in iView	10 min			
211063	iCentra for Acute Nursing: Medication Administration	10 min			
211065	iCentra for Acute Nursing: Manage Orders	10 min			
Total online learning time		3 ½ hrs.			

PRACTICE RESOURCE: The contingent employees can access the **Lippincott Advisor and Procedure** resources by opening Lippincott Procedures at: <https://procedures.lww.com/lnp/home.do>, select login and then the self-enroll option (highlighted in red below). The self-enroll feature is good for 90 days.

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LIVE IN PERSON INSTRUCTOR LED EHR TRAINING (2 hours)

iCentra Trainer	Introduction and practice to basic functionality and navigation of Intermountain’s EHR Cerner commonly referred to as iCentra. Topics addressed: Dashboard, tasks, assessment (iView), I/O’s, blood administration, protocols/standing orders, medication administration (infusion pump association), orders management (2 hrs.).				
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IN PERSON HANDS ON TRAINING DURING DAY #1 – FOUNDATIONAL EQUIPMENT

Groups of two rotations through each station

4242	Communication Device -Vocera SPO (set-up for unit)	10 minutes			
3011	Defibrillator – Zoll R-Series quick review	15 minutes			
Lab	Glucometer - Nova StatStrip	20 minutes			
20792	N95 SPO – 3M mask types 8210, 1860, 1860S and reprocessing Please make sure to bring your completed OSAH Medical Questionnaire – 4 stations	15 minutes			
7042	PAPR (powered Air Purifying Respirator SPO - TR600 Versa-flo - 2 stations	15 minutes			
8796	Restraints SPO	10 minutes			

Other common equipment that will be used but not trained to due to previous experience and expertise.

Each unit has a nurse educator to help with any additional training questions. During each shift you will also have a “buddy” assigned to help answer any questions regarding protocols, guidelines, and or procedures that may be different.

<ul style="list-style-type: none"> • Cardiac Monitors – Philips – for telemetry-based units • Central Lines (13567) • Feeding pump - Kangaroo • Hill-Rom beds – Versa Care, Progressa, and Total Care • Infusion Pump – CareFusion / Alaris pump 					
<ul style="list-style-type: none"> • Medication dispensing machine – AcuDose • Urinary Catheters 					

TOUR FACILITY AND UNITS

8709	Complete DOT (department orientation and tour) for each unit where you will be working.				
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UNIT ORIENTATION / SKILL CONFIRMATION

“BUDDY” ESSENTIAL NURSING SKILLS EVALUATION

Observed skills in the clinical setting (**peer-to-peer evaluation**). Clinical Coach/Preceptor to initial & date upon contingent worker completion of skill.

Unit Based	General admission process and expectations				
Unit Based	General discharge / transfer process and expectations				
Unit Based	Assessment: frequency and expectations				
Unit Based	Documentation expectations				
Unit Based	Intake / Output				
Unit Based	Labs: schedule, status e.g., STAT vs ROUTINE etc.				
Unit Based	Medication Administration: practice barcoding, pump association				
Unit Based	Patient Education diagnosis specific e.g. Patient medication (what they are, side effects....)				
Unit Based	Patient identification: Two patient identifiers				
Unit Based	Interdisciplinary plan of care (IPOC) (Care planning)				
Unit Based	Preoperative and postoperative care				
Unit Based	Unit workflow				

Note: To be completed on the first day scheduled on the unit

I have completed all the above-listed items and have had the opportunity to ask questions and clarify my understanding. Any and all questions have been answered to my satisfaction. I understand the information presented in the above listed materials and understand that I am accountable for being in compliance with these and with all Intermountain policies, procedures and guidelines. I will not perform any treatment or use any type of equipment with which I am unfamiliar or uncertain. If I need further assistance with performance of my job, I will request assistance from my manager(s), educator(s), or appointed ambassador.

Once completed send completed document to Margaret Stocking intermountaincwm@rightsourcingusa.com

NURSA nurses should return skills assessments and other orientation documents to NursaCompliance@imail.org

Contingent Worker Signature: _____ Date: _____

Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____

Printed Name: _____ Initials: _____

Intermountain Representative Signature: _____ Date: _____

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