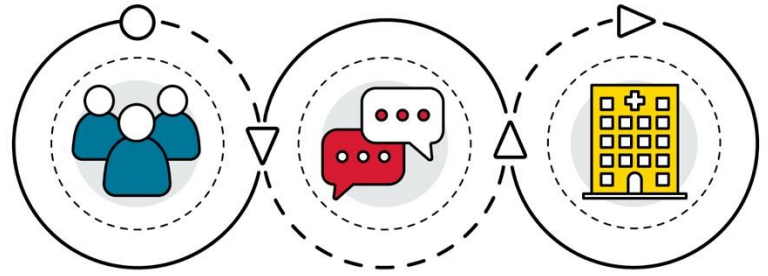


# Academy of Clinical Essentials



## Unit-Based Safety Orientation Checklist

To be completed the first shift worked on each unit **before** students provide care, treatment, and service

### UNIT RESOURCES/POPULATION

- Charge Nurse/team member introductions

### UNIT TOUR

- |                            |                    |                          |
|----------------------------|--------------------|--------------------------|
| • Nurses station           | • Linen storage    | • Kitchen/Nutrition room |
| • Report room              | • Utility room     | • Medication room/cart   |
| • Patient assignment board | • Supply room/cart | • Charting area          |
| • Patient rooms            | • Treatment rooms  | • Special Equipment      |
|                            | • Shower/tub       | • Break Room             |

### EMERGENCY EQUIPMENT

- |                       |                      |                             |
|-----------------------|----------------------|-----------------------------|
| • Crash Cart          | • Fire Extinguishers | • Oxygen/Gas shutoff valves |
| • Defibrillator       | • Fire alarms        | • Medications               |
| • 12 Lead EKG machine | • R.A.C.E.           | • Emergency Call Light      |
| • Portable suction    | • P.A.S.S.           | • Emergency Exits           |

### CRASH CART/AIRWAY BOX

- Defibrillator tutorial – Briefly discuss the different modes and uses of the defibrillator
- Discuss difference between endotracheal tube/trach/laryngectomy
- NOTE: Must have a neonatal BVM attachment for laryngectomy and bag the stoma

### SUPPLY ROOM

- Review of primary, secondary, blood tubing
- Example of primary use
- Demonstrate secondary IVPB

### ROOM READINESS

- Essential emergency supply overview- Ambubag, suction set up/Yankeur
  - Suction set up demonstration
- Overview of bed alarm, call bell system, emergency buttons

### **UNIT-SPECIFIC ROUTINES**

- Charting Forms/Documentation
- Unit policies/protocols (only those relevant to assignment)
- Shift tasks (baths, weights, dressing changes, etc.)

### **COMMUNICATION**

- On-call physicians to notify for changes in patient condition
- How to call a “code” and STAT paging system

### **QUALITY INDICATOR BOARDS ON UNITS: CAUTI, CLABSI, FALLS, HAPIS**