

INDUCTION CHECKLIST FOR PRACTICE NURSES

This checklist is designed to assist with the induction of a Practice Nurse new to the role.

Employee

Name:.....

Manager Name:

.....

Date of Commencement:

.....

Date and initial each item when completed

✓	Cluster Tour	Date Completed	Signature
	Physical tour of the area – patient rooms, treatment room, sluice rooms, linen cupboard, patient bathrooms / toilets, staff toilet and tea-room, cafeteria, vending machines, employees entrance, mail pick-up		
	Introduction to co-workers / meet mentor		
	Explanation of white boards, pinboards and other information services		
	Location of emergency equipment, flip chart, fire exits, extinguishers, evacuation route, assembly point		
✓	Survival Information – Admin. & Housekeeping	Date Completed	Signature
	Discuss with mentor structure of Practice, range of services (on and off site), specialities etc		
	Discuss with Senior Nurse service direction / goals, business plan, KPI's, practice policies		
	Meetings to attend – terms of reference		
	Report formats		
	Calling in sick, accrual of sick leave		
	Job related amenities – uniform, protective gear		
	Nearby facilities, shops, banks, public phones, parking, cafeteria, photocopying		
	? Join Canterbury Medical Library – costs etc		

✓	Operation of Equipment and Procedures	Date Completed	Signature
	Operation of office equipment – fax, transferring calls, photocopying, paging, internal mail etc.,		
	Use of computer – arrange sign on, groupwise training		
	Correct disposal of waste and used linen		
	Operation of sanitiser		
	Isolation considerations		
	Identify communication strategies and processes within the area, e.g. handover, ward rounds, communication books, ward meetings etc.		
✓	Meet with Key Personnel	Date Completed	Signature
	<ul style="list-style-type: none"> - Senior Nurse Manager - Practice Manager - Quality Coordinator - Infection Control - Other PNs - CNM's - General Practitioners - Reception/admin. staff - Allied Health 		
	Establish internal and external networks		
✓	Health & Safety	Date Completed	Signature
	Hazards – identification of hazards in the work place, overview of hazard identification process		
	Accident / incident – procedure to follow, paperwork to complete following an accident, ACC, rehabilitation, EAP		
	Emergency plans – aware of procedures to follow in an emergency, location of fire exit, extinguishers, emergency buttons etc.		
	Organisational policies on smoking, alcohol, misconduct, private phone calls, dress confidentiality		
✓	Role Transition	Date Completed	Signature
	Develop a 1:1 working relationship with mentor		
	Establish clinical supervision		
	Undertake a self gap analysis of requisites		
	Clarify job description role boundaries etc. with SN		
✓	HR Issues	Date Completed	Signature
	Identify role in performance management		
	Read NZNO collective contract with emphasis on education leave		
	Discuss job descriptions of SN/PN with SN / Mentor		
	Read HR policies and discuss their implementation		

	with mentor		
	Read the cluster induction / orientation programme		
	Meet with preceptors of the area – or arrange prn		
	Gain an overview of legislation that impact onto nursing		
	Read the current CNE programme		
✓	Report Writing	Date Completed	Signature
	Discuss with ND formats / templates for writing reports / proposals / scoping etc.		
✓	Quality / Accreditation	Date Completed	Signature
	Revise knowledge of Quality assurance and CQI		
	Meet with Quality Facilitator (Clinical risk) and discuss Practice policy on incident reporting, auditing and monitoring, KPI's, complaints etc.		
	Read Nursing Quality Plan		
	Read service Quality Plan		
	Attend the Cluster Quality Meetings		
✓	Patient Focus	Date Completed	Signature
	Discuss the concept of patient focus with SN		
	Discuss with SN the types of patient complaints they receive		
	Identify strategies for establishing clear expectations of staff and providing feedback		
✓	Clinical Practice / Leadership	Date Completed	Signature
	Establish role boundaries with SN		
	Observe mentor lead a clinically focused meeting		
	Spend time with clinical area locating equipment and resources		
	Undertake role of IV checker		
	Maintain certificate / become a CPR instructor		
	Network with GPs / multidisciplinary providers		
	Discuss with SN current clinical practice issues, priorities and Practice policies / procedures		
	Read CDHB documentation guidelines		
✓	Clinical Teaching	Date Completed	Signature
	Read Practice policies for training attendance records		
	Library orientation – E-journal training		
	Identify relevant resources / textbooks for use		
	Meet with Practice Manager/SN and review workforce plan, in-house programmes, the role of the preceptor etc.		
	Identify strategies for determining individual and		

	group learning needs		
	Developed a checklist to use when designing study sessions		
	Develop a form for seeking feedback on their teaching effectiveness		
✓	Primary Health Organisation (PHO)		
	Identify PHO relationship with the Practice		
	Introduce Nurse role and representation on PHO/CGG Boards		
	Identify PHO resources available for Patients and staff – website: www.rcpho.org.nz		
✓	Gap Analysis	Date Completed	Signature
	IV checker		
	CPR instructor		
	Enhancing employee performance		
	Performance management – PMP - PHO		
	Recruitment and Selection		
	Tertiary qualification		
	Cultural safety – migrant nurses NCNZ		
	Computer skills		
	Clinical supervision skills		

Comments
Goals

Signed off as completed:

Senior Nurse:

Employee:

Date:

Recommended Orientation Programme for Practice Nurses

The orientation programme for practice nurses shall be inclusive of a learning needs assessment with each new practice nurse and will provide an introduction to core subjects. In addition, special areas of need identified through the learning needs assessment process will be included in the orientation programme.

The core components of the programme are an introduction to

- The socio-political and legal environment
- Primary healthcare focus of service delivery
- Documentation and information technology
- Recall and screening systems
- Referrals and liaison
- Professional support systems and development
- Life style changes and health promotion
- Telephone triage guidelines
- Infection control
- Immunisation
- Managing emergencies within the practice, including CPR
- Asthma management and action plans
- Cardiac risk factors
- Diabetes care
- Care Plus
- Wound care
- Ear care
- Well childs' health
- Well mens' health
- Well womens' health
- RCPHO specific programmes
- Pharmacy practice – legal issues, samples, subsidies

On completion of the orientation period, an evaluation of knowledge and skills of the above is undertaken.

Useful resources for new practice nurses are included in the reference list of the NZ College of Practice Nurses NZNO – Education Policy, Standards and Career Development document.

This recommended orientation programme can be used as the basis for developing either a formal orientation programme offered by an education provider or an individual orientation programme for a new practice nurse within a general practice setting.