

## Student Nurse Safety Orientation Checklist Inpatient Units

Welcome to Providence. Please review the information on this checklist with your faculty or a staff member from the unit before you start your clinical assignment. Turn the completed checklist in to your school for filing. Regulatory agencies may require proof or orientation to the unit, if this happens we will need your school to fax us this proof of orientation.

First Day Safety Orientation (required)	Staff/Faculty Initial	Staff/Faculty Initial
Nurses Station: Call Light System, Wall Boards,		Patient charts (Location/Contents) Copy/Fax/Scanner
Clean Utility, Linen Storage, & Soiled Utility Room		How to identify the Charge RN
Unit Specific Signage (e.g. fall risk, fetal demise, infection risk, etc.)		Bed Operations (lock-out/bed alarms/clearing scale)
Location of bag-valve masks		Operation of call button & TV controls
Rapid Response Team		Communication Tools: White Boards, Speak up for Safety, STAR, SBAR, CUS, Phonetic alphabet
Code designations (blue, orange, gray, etc) & how to call a code (phone or bedside buttons)		Isolation Protective Supplies
Fire Drill procedure/Evacuation Route: Extinguishers and alarm boxes		Phone/Pagers
Sharps disposal		Medication wasting
Extended Unit Orientation (optional)		
Unit Specific Routines		Reporting Errors to Preceptor
Location of code blue cart		Handover Routine
Medication Room: IV supplies, respiratory supplies, Pyxis, med frig		HIPAA Compliance Printed Pt information
Staff Lounge (Bathroom & refrigerator)		Role and How to Communicate with:
Use of Pt Phone (dial 9)		<ul style="list-style-type: none"> <li>• Unit clerk &amp; CNA (delegation)</li> </ul>
EPIC		<ul style="list-style-type: none"> <li>• Hospitalists &amp; Residents</li> </ul>
Disposal of Red bag Infectious Waste		<ul style="list-style-type: none"> <li>• Nursing Supervisor</li> </ul>
Suction set-up & Vacuum gauge		

*I was oriented to this unit as noted above:*

**Student Signature** \_\_\_\_\_ **Student Name** \_\_\_\_\_  
Print

**Facility/Unit:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff/Faculty Orienting Student:** \_\_\_\_\_  
Print & Sign