**Buddy Shift Orientation Checklist for Health Care Support Worker (Acute)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Before you start work in your new unit:1. Complete the tasks in this checklist with your assigned buddy/mentor to ensure you can safely and effectively:
	* Arrive at work
	* Understand the work and flow of your emergency department
	* Prioritize your day
	* Complete handover
	* Report risks and issues
2. Submit this checklist to your hiring leader to place in your Human Resource Employee Records.
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| Unit | Date orientation completed | Names of staff who were your “Buddy-Shift” mentors (list all if more than one) | Designation/Title |
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| **Topic** |  | **Tasks** | **Resources and Notes** |
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| **Arriving at work** |  |
| Access the unit | € | Locate the public elevators and stairwells |  |
| € | Locate service elevators |  |
| € | Locate public washrooms |  |
| € | Locate unit signage  |  |
| € | After hours staff entrance  |  |
| € | Parking |  |
| € | Locate cafeteria or coffee shop |  |
| € | ID badge access |  |
| Secure your belongings | € | Locate staff lockers |  |
| € | Locate staff room |  |
| Locate Safety Items | € | Locate hand hygiene sinks for staff |  |
| € | Review safety communication board |  |
| € | Locate nearest emergency exit(s) |  |
| € | Locate fire extinguishers, fire suppression and pull stations |  |
| € | Locate eyewash stations and showers |  |
| € | Locate emergency manual (orange binder) including site-specific Emergency code procedures (i.e. code white, red, blue, yellow)  |  |
| € | Be familiar with COVID – 19 protocols. Locate COVID-19 binder on-line or in the nursing station, roles of screeners |  |
| € | Be familiar with how to contact a First Aid Attendant |  |
| Locate Emergency Supplies Equipments | € | Locate lifts, slings and other patient transfer equipment  |  |
| € | Locate IV pumps and other commonly used ED equipment (e.g. blanket warmers, ice machines) |  |
| € | Locate all crash carts |  |
| € | Locate portable oxygen cylinders |  |
| € | Locate blood glucose meters |  |
| € | Locate MSDS electronically |  |
| € | Locate carts and areas that need to be stocked in each ED zone |  |
| Get set-up for the day | € | Locate PCC station/desk  |  |
| € | Locate sign-in sheet |  |
| € | Locate education board & schedule |  |
| € | Sign-in on the daily flowsheet (staffing) |  |
| € | Locate the patient call bell system  |  |
| **Finding out about your patients and starting to make a plan**  |
| Confirm who is on your team | € | Locate the staff assignment white board |  |
| € | Review the scope, role(s), responsibilities and limitations of all team members available |  |
| € | Discuss process for assignment of tasks with team |  |
| € | Discuss break relief and timing of breaks in the unit |  |
| Receive handover/ attend shift report | € | Receive instructions directly from RN/LPN and/or PCC for specific asks (based on safety and priorities on the unit. |  |
| € | Print unit stocking worksheet – if available for list of carts/areas needing replenishment Patients) |  |
| € | Find your patients’ paper-based documents if providing constant observation of patients |  |
| Locate collaborative spaces | € | Locate conference room |  |
| € | Locate family room |  |
| € | Understand visitor guidelines |  |
| **Prioritizing your day** |
|  | € | Locate common areas/departments(breakroom offices) |  |
| € | Locate clean and dirty utility rooms and supply rooms |  |
| € | Locate clean supply room |  |
| € | Access unit-specific equipment in unit equipment Rooms (e.g., restraints, slings) |  |
| € | Access supplies (e.g., specimen collection containers, wound care products, linens |  |
| € | Locate precaution signage, PPE holders and supplies), infection control kits |  |
| Communicate findings and collaborte with the Interdisciplinary Team | € | Participate in safety, care or education huddles  |  |
| € | Know how to report risks, issues/ concerns to care team |  |
| € | Report to RN in-charge /PCC and obtain instrucitons or direcitons at the start of shift. |  |
| € | Understand hours of coverage for different members of the interprofessional team |  |
| € | Locate the education boards |  |
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| **Others** |  |  |  |
|  | € | Locate recycle bins |  |
| € | Locate confidential bins |  |
|  | € |  |  |