**ORIENTATION**

RESPONSIBILITY

1. Administration of Medications
   1. See Nursing Policy and Procedure section.
2. Equipment Location
   1. Each nursing employee is responsible during their orientation period for locating and becoming familiar with equipment
   2. Employees must become familiar with the crash cart for Code Blue stations.
   3. Each employee is to fill out an Orientation Checklist during the six month orientation period.
3. Procedures Done in Clinic
   1. Presented in detail under “Procedure” section.
4. Safety Devices
   1. Fire regulations: see manual for complete instructions. At the scene of a fire:
      * 1. Rescue patient or visitor who might be in immediate danger. Instruct all in vicinity to evacuate.
        2. Confine the fire by closing door(s). Turn off any machinery, oxygen or gases before leaving the room.
        3. Dial “0” for operator. Tell her:
           1. Your name
           2. Location of the fire (pod, floor, room number, type of fire if know)
        4. Fight fire. Do not open door on fire until you have a fire extinguisher and assistance. Always stay between the fire and the way to safety.

NOTE: SEND SOMEONE TO PULL ALARM SWITCH IN THE HALL

Fire not in immediate area:

1. Close all doors in your area.
2. Stay in department and await further instructions from the department head or supervisor.
   1. See Disaster section for all codes. Will not duplicate reporting, care, etc.
3. Accident and Incident Report
   1. If accident/incident occurs, report to supervisor for instructions on reporting, care, etc.
4. Nursing Care Procedure
   1. See Nursing Policy and Procedure section.
5. Charting
   1. See Nursing Policy and Procedure section.
6. Cardiopulmonary Resuscitation
   1. See Nursing Policy and Procedure section.
7. Paging System-General and Within the Clinic
   1. To page someone, call the operator by dialing “0”. Give the name of the person to contact and the telephone number to call.
   2. Paging physicians for the Psychiatry Clinic
      * 1. Page the resident assigned to the attending physician of the patient being seen.
        2. If the resident is unavailable, call the resident on-call for that day.
        3. If the attending physician must be notified, contact his secretary.
8. Fee Sheets
   1. The patient is charged for the office visit according to the nature of the problem and the type of examination indicated and performed. See the “Fee Schedule” in the receptionist’s office. If the patient has an unrelated complaint after an operation, charges may be incurred.
9. Function of the Department
   1. The presence of the Division of Psychiatry in the medical school is:
      * 1. For the purpose of caring for the patient with a psychiatry problem, who seeks help at the medical school,
        2. To teach the medical students and residents the proper psychiatry techniques to be used in the treatment of the patient.
   2. The function of the clinic is to:
      * 1. Provide a place and personnel for the care and needs of the psychiatry patient
        2. Provide personnel and a place for performing minor, psychiatry procedures on the ambulatory patient
        3. Teach the patient as to the home care of his problems and document.
   3. Function of position
      * 1. See Procedure section.
   4. Reporting chain of command
      * 1. If any question or problem arises, clinic personnel are to report to:
           1. The head nurse
           2. Administrator, medical director, and chairman (last resort).
   5. Specific duties of position
      * 1. Specific duties within the clinic are assigned to individual employees by the head nurse.
   6. Performance standards are to:
      * 1. Provide the highest standard of nursing care and professionalism that will maintain optimum physical and mental health for the patient and his treatment
        2. Establish a supporting relationship with the patients while striving to meet his needs
        3. Provide health teaching for the patient and his family
        4. Maintain the highest standard of professionalism between self and other personnel within the clinic, department, and Health Sciences Center.
   7. Work of others in section
      * 1. Each person within the clinic is working as primary patient care personnel. Each person is to work together with others, sharing in the duties to care for the patient’s needs.
        2. Specific responsibilities are assigned to individuals. In this section are:
           1. Secretaries
           2. Attending Physicians
           3. Bookkeepers
           4. Receptionist(s)
           5. Nursing personnel (RN and LVNs)
           6. Administrator

Each of these has specific duties. Due to interaction that occurs, there must be the utmost cooperation among all personnel.

1. Hours of Work
   1. Starting time-8:00am
   2. Quitting time-5:00pm
   3. Required overtime: if a procedure is to be done or patient care has not been completed for the day, two people are to stay until patient care is complete. These persons are designated by head nurse. Extra pay is not given to clinic personnel for the overtime; however, employees will receive compensatory time when working overtime.
   4. The work week is Monday through Friday-40 hours per week. Holidays are established by the Executive Committee of the Health Sciences Center will determine clinic holidays. The remainder of the days may be taken within the current biennium with the approval of the head nurse. Days worked during holiday time are considered accrued compensatory time on time sheets.
   5. Meal periods: each employee is entitled to and is encouraged to take an hour for lunch daily. Clinic personnel will stagger lunch hours to ensure the clinic is always covered.
   6. Rest periods: employees are entitled to a 15 minute break in the morning and a 15 minute break in the afternoon; however, this is to be approved by the head nurse. Breaks should always be taken during slow periods in the clinic throughout the day, not during peak workload times.
   7. Covering for other employees
      * 1. Clinic: During the absence of a clinic employee, personnel present will be expected to share in extra responsibilities usually performed by the employee.
   8. Time sheets
      * 1. Employees will fill out time sheets at the end of each month. These are to be in the Personnel Office by the fifth working day of the following month to receive a paycheck on time.
        2. All overtime is recorded on the day worked. Total hours worked each week, including overtime, are recorded in the space indicated on the time sheet.
        3. All overtime accrued as a compensatory time each week and should be noted in the space indicated.
        4. The head nurse will approve and sign the time sheet before it is taken to the Personnel Office.
2. Responsibility of the Employee
   1. Attendance
      * 1. The head nurse will keep a time sheet on each employee indicating the hours worked or absent. This can be used as an aid when the employee completes his/her timesheet. If the employee is absent for any reason, the head nurse should be contacted.
   2. Punctuality
      * 1. Employees are expected to be in the clinic by 8:00 a.m. If, for any reason, the employee will be delayed, the head nurse should be contacted in advance or at the earliest time feasible.
   3. Performance
      * 1. The area of responsibility expected of the position is noted in the job description. Specific assignments within this realm are given to individual employees. The employee is expected to set and reach goals of performance.
   4. Standards of conduct
      * 1. Each employee will maintain the highest degree of professionalism. The Standard of Conduct is outlined in the performance evaluation. Dependability, adaptability, initiative, relationships with other, quality of work and quantity of work are areas considered. The Performance Evaluation is used to allow the employee to look at strong points as well as areas that need improvement. The performance evaluation appraisal will be used as a standard to assist the employee and employer to evaluate areas for improvement.
   5. Housekeeping and sanitation
      * 1. All equipment is to be returned to proper storage area after each use.
        2. The towel on the exam table pillow is to be removed and replaced with a clean one after each patient. If for any reason the patient’s head touches the pillowcase, the case must be changed.
        3. The room is to be straightened between patients.
        4. Hands are to be washed before and after caring for patients and after handling contaminated items.
   6. Safety (report accidents to supervisor)
      * 1. Practice sound safety measures:
           1. Don’t climb on a chair
           2. Do use a stepstool
           3. Don’t remove knife blade with fingers or a hemostat
           4. Do remove knife blades with a needle holder
           5. Don’t remove knife blades with sharp edge towards hand
           6. Do remove knife blades with back of blade toward hand
           7. Don’t touch electrical appliances with wet hands
           8. Do dry hands before touching electrical appliances
           9. Do practice good lifting techniques
   7. Current Texas license for nurses
      * 1. Employees are to keep the license current to practice nursing in the State of Texas. When the new license arrives, employees are to give a copy to the head nurse to be recorded in the record book.
3. Special Department Rules
   1. Care of the clinic
      * 1. The clinic is to be kept clean with all supplies in their respective places and hallways clear of large equipment that could block passageways. The clinic is to be neat and relatively free of strong odors. All employees have a responsibility for this. Place contaminated dressings or odoriferous items in plastic liners. Place first liner in red bag for contaminated disposables before putting in the bio-hazardous container.
   2. Smoking
      * 1. Prohibited in the HSC building
   3. Use of telephone
      * 1. Keep reception area telephones free for incoming patient calls. Use the telephone in the nurse’s station whenever possible.
   4. Breaks
      * 1. Personnel are encouraged to take breaks at times when clinic is not in progress.
   5. Lunchtime
      * 1. Lunchtimes are staggered in patient care areas to ensure patients are covered at all times and that all employees have the opportunity to eat.
   6. Accepting supply shipments
      * 1. When accepting supply shipments from Receiving, sign name, indicate date received and item or items received on the receiving copy for the clinic. NOTE: At times only a partial shipment is received. This is important to the Accounting Department since invoices are paid only after full shipments are received.
   7. Dress code
      * 1. All personnel are to dress neatly. Nurses are to wear clean, neat scrub apparel. If lab coats are worn, they should be clean.
   8. No food or drink in front of reception area or patient care areas.