

Merced College
Vocational Nursing Program

Orientation of a New Area

Day 1

Identify and write the name of:

- Charge Nurse
- Staff and their title of those that work in your assigned area

Find and write down the location of:

- Nurses' Assignments
- Fire alarm
- Policy and procedure books or where they are located
- Med carts or Med rooms
- Linen - clean? - where put dirty linen?
- Sterile supplies
- Dirty utility room
- Multi disciplinary care plan
- Break room
- Crash cart
- Sharps boxes
- B/P cuffs, thermometers

Write down a time line for what is usually done in your assigned area

- Ex. Vital signs (also know where to record them.)
- Trays passed

Write down anything else you feel will be helpful

- Ex. When in recovery room, where to change clothes
- Numbering systems of rooms
- Bed **A** closest to the door and bed **B** is next to the window
- Where to put "stickers" for charge items
- What is the hospital number to call a code?
- What is your assigned pt's code status?
- Where are I & O sheets kept?
- How do you turn off a patient's call light?