Generic Orientation Recommendations for

RN Returning to Work after Multi-Year Leave

Assumptions:

A. Returning RN (RRN) would proceed through the following steps sequentially.

B. After completion of each step, key stakeholders will meet to assess completion of objectives & determine whether or not to proceed to next step.

C. Placement for the orientee will be on an acute care unit (recommended Adult or Pediatric, not a Critical Care/Specialty area) that has:

    a. Stable staffing

    b. Manageable number of orientees

    c. No telemetry

    d. Stable patient population

D. The orientee will have a consistent, designated preceptor(s) - not more than two.

Step 1. Conduct Unit Observation – RRN spends 2 to 4 days on designated unit. After HR intake process is complete & clinical unit identified, the designated unit will work with returning RN to identify gaps (knowledge & skills) related to nursing practice and set the stage for curriculum development. As the first activity in a Return to Work (RTW) program, the shadow/observation experience aims to help the returning RN, along with the unit-based preceptor & nursing leadership team, identify:

- General ability to function in the clinical work environment (understand the pace/flow of work, how the team works, general channels of communication, etc.)
- General ability to work with current state technology
  - Basic computer skills
  - Skills in electronic documentation
  - Skills in using basic equipment (vital sign monitor, glucometer, safe patient handling equipment)
  - Skills in medication administration
  - Knowledge of Patient and Family Centered Care
  - Identification of available resources (RRT, Code Team, etc.)
  - Basic understanding of level of nursing providers on the unit
- General understanding of the patient population of the unit, standard care required and physician teams that service the area.
- General assessment of practice area 'fit' from RRN & preceptor.

Step 2. Develop onboarding plan & curriculum with all parties, based on Unit Observation findings:

    a. Institution-wide: Nursing Recruitment & Retention (NR&R) and Professional Development & Education (PD&E): lead creation of plan

    b. Nursing Unit Leadership & Team including Unit Preceptor: work with NR&R and PD&E to create RTW plan; orient unit team to plan goals/objectives/expected outcomes

    c. RN Returning to Work: receive instruction on RTW plan goals/objectives/expected outcomes

Step 3. Attend RN Refresher Course *with* Skills Certification Completion

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- o   for RNs returning after more than 4 years away from work
- o   <mark>if Refresher Course schedule does not coincide with RRN, xxxxxxx</mark>

Step 4. Conduct Skills Assessment – completed by designated Unit Leadership

    a. Assessment of Computer skills
    b. Assessment of Medication Calculation skills – if applicable on unit.

Step 5. Attend **CNO including attendance at MiChart courses**

    c. 'On Unit' days during the CNO Schedule would be spent with Unit-specific orientation/onboarding as determined by each unit.
    d. BLS certification completed independently or as part of the RN Refresher course
    e. MiChart courses as required by unit

Step 6. Complete Unit-specific MLearning requirements

Step 7. Attend Cluster Orientation – determined by unit of hire

    a. Medical/Surgical
    b. Pediatric

Step 8. Complete Unit Specific Orientation as determined by institutional & unit-specific requirements

    a. UMHHC New Hire RN/GN Unit Orientation Documentation competency
    b. Unit specific competencies determined by hiring unit's established orientation plan (equivalent to the new grad new hire)
    c. Time Frame for completion determined by unit norms & individual needs, <mark>not to exceed x number of weeks more than usual unit orientation</mark>

Step 9. Post orientation, evaluate RRN completion status & orientation process/plan post-orientation including all parties

    a. NR&R, PD&E
    b. Designated Unit
    c. RRN

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