



MidCentral District Health Board | Te Pae Hauora o Ruahine o Tairāia

TRANSITORY CARE UNIT

URU AROTAU

STUDENT NURSE ORIENTATION

(to be read with Ambulatory Care student orientation)

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DOCUMENT CONTROL

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WELCOME

Welcome to the Transitory Care Unit (TCU). Our team consists of a Charge Nurse and registered nurses. The TCU was initially a discharge unit for patients waiting to be collected from Hospital. While continuing this service when space permits, the TCU now provides an extensive range of treatments for a diverse group of patients, involving over 20 different specialties from within the Hospital and community.

Departments that TCU have interactions with TCU include:

- Haematology
- Oncology
- Neurology
- Gastroenterology
- Urology
- Gynaecology
- Cardiology
- Renal
- Radiology
- Hospital in the Home

TCU is a positive, busy environment where team work and the ability to prioritize care and communicate efficiently is vital. You are encouraged to identify your own learning needs and objectives and seek ongoing feedback to meet them.

Remember to ask lots of questions, take notes, do research and take all learning opportunities available to you. This is a great learning environment with lots of procedures, processes and interventions to become familiar with.

KEY CONTACTS

Charge Nurse	Steven Stewart	06 350 9159 ext. 8773 Page 339
Nurse Educator	Ann Dowdle	06 350 9159 ext. 7249 Page 071 Ann.dowdle@midcentraldhb.govt.nz

Please contact the Charge Nurse or your Clinical Lecturer to confirm your start dates and times. If you are unable to attend your placement, please ring the ward and advise the Charge Nurse and your Clinical Lecturer.

PRECEPTOR

You will be allocated a primary preceptor and follow their rostered duties which may include morning, afternoon, nights and weekends. There may be times your primary preceptor is not on duty and you will be allocated a secondary preceptor.

EXPECTATIONS OF THE STUDENT NURSE

- On the first day please complete the Student contact details form (page 10) and give it to the Charge Nurse or nurse in charge of the shift.
- It is expected that you arrive on time and if you are going to be late or unwell and cannot come in please ring and ask to speak to the Charge Nurse/nurse in charge of the shift. Hours of work are:
 - Monday – Friday 0800- 1800 hours
- If you are unable to work the days that you have been rostered, you need to discuss this with the Nurse Educator or your Clinical Lecturer.
- You must complete the full shift that you are allocated to work.
- The preceptor you are working with needs to be aware of your learning objectives.
- Your preceptor will work with you to help you learn about assessment and management of a variety of conditions relevant to the setting.
- A working knowledge of drug calculations is essential. Please review your knowledge of normal temperature, pulse, respiration rate, blood pressure, pain assessment and blood glucose levels.
- Please ensure that your uniform meets your institution standards.

HEALTH AND SAFETY

Every staff member is responsible for their own safety and the safety of others. The Occupational Health and Safety Manual outlines the hazards within the department. Please familiarise yourself with these hazards and their management. All accidents are to be reported to the Charge Nurse and a Riskman completed.

EMERGENCIES

All staff should make themselves familiar with the response requirements for all emergencies during their orientation. Please ensure that fire exits are always kept clear and corridors uncluttered. Exits must be clear at all times.

PARKING

Students can purchase concession parking cards from the Wilson Parking Office on site to get a discounted parking fee: a \$20 bond is required to purchase these cards.

Compassionate
Ka whai aroha

Respectful
Ka whai ngākau

Courageous
Ka mātātoa

Accountable
Ka noho haepapa

OBJECTIVES

Before you start please consider what you want to achieve on this placement. Bring a list of objectives, remembering that these need to be realistic. Please share with your preceptor/s at the beginning of your placement the documentation that must be completed while on that placement.

- Documentation
- Gain an understanding of the multidisciplinary team
- Infection prevention and control
- Patient assessment-including risk assessments
- Time management and prioritising care
- Vital signs – accurate recording and interpretation
- Wound management

LEARNING OBJECTIVES	How	Date	Signature
Demonstrate knowledge of the role of the registered nurse in TCU	Able to verbalise an understanding of the overall function/role of the TCU		
Demonstrate knowledge of this service	Is able to give clear explanation of: <ul style="list-style-type: none"> * TCU roles and responsibilities * Relevant policies and guidelines * Infection control guidelines 		
Demonstrate knowledge of location of Emergency Equipment	Is able to locate emergency equipment within the department and verbalise the correct use of: <ul style="list-style-type: none"> * Arrest Trolley/AED * Emergency Bells * Anaphylactic Tray * Fire Equipment/ Fire Alarm * Emergency Exits – Assembly points * Hazardous Spill Kits 		
Demonstrate an understanding of Computer systems used in TCU	Able to: <ul style="list-style-type: none"> * Access TCU booking system and demonstrate an understanding of process * Access webpas/regional clinical portal and retrieve data as needed * Web page members of the multi-disciplinary team as needed 		
Demonstrate knowledge of admission and transfer process	<ul style="list-style-type: none"> * Knowledge of TCU criteria for admission and transfers * Able to effectively prioritize workload * Completes documentation appropriately * Provides competent patient education regarding admission/discharge 		

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LEARNING OBJECTIVES	How	Date	Signature
	processes.		
CVAD & Midline Peripheral Cannulation and phlebotomy	* Observes care, able to explain rationale for use of CVADs. Students may not access CVADs under any circumstances.		
Knowledge of procedures applicable to Red Blood Cell transfusions.	<p>NB Students may not give any IV medication/infusion unless on transition/pre grad placement and the appropriate certification has been completed and they are under the direct supervision of an RN</p> <p>Is able to give explanation of: MidCentral policies and guidelines on blood and blood products including consent Blood tests required prior to transfusion Vital observations required throughout transfusion. Signs/symptoms of a transfusion reaction and appropriate RN actions Familiar with patient information related to blood transfusions, able to educate patients and family/whanau</p>		
	<p>Is able to give explanation of: TCU roles and responsibilities when ordering blood Relevant forms to order blood products Transfusion Medicine requirements of requests Policies and guidelines</p>		
Demonstrates competency when caring for radiology patients	<p>Is able to give explanation of: Relevant policies and guidelines Knowledge of pre and post procedure requirements Actions to take if complications occur Vital observations required during patient care Familiar with patient information, able to educate patient and family/whanau</p>		
Demonstrates knowledge infliximab infusions	<p>NB Students may not give any IV medication/infusion unless on transition/pre grad placement and the appropriate certification has been completed and they are under the direct supervision of an RN</p> <p>Is able to provide explanation of: Information to be provided by Gastro staff prior to administration of infliximab</p>		

LEARNING OBJECTIVES	How	Date	Signature
	(wellness check, charting and ordering of drug) Protocol when handling a monoclonal antibody Required documentation Vital observations required Action to take if patient experiences reaction/side effects Familiar with patient information related to infliximab and is able to educate patient and family/whanau		
Demonstrates knowledge of lumbar punctures	Is able to give clear explanation of: TCU roles and responsibilities Procedural policies and guidelines Appropriate documentation and consent process Infection control guidelines Equipment and room set up required Familiar with patient information and is able educate patient and family/whanau		
Demonstrates knowledge of Intragam P & Privigen infusions	NB Students may not give any IV medication/infusion unless on transition and the appropriate certification has been completed and they are under the direct supervision of an RN Is able to give explanation of : Relevant policies and guidelines Appropriate documentation and consent process Signs/symptoms of reaction and appropriate treatment Vital observations required Familiar with patient information and is able educate patient and family/whanau		
Demonstrates knowledge of male and female catheterisation	NB Students may not perform male catheterisations Is familiar with MidCentral catheterisation procedures, policies and guidelines Aware of and adheres to MidCentral Infection control principles Familiar with workbook		
Demonstrates knowledge of safe handling and administration of cytotoxic drugs	NB Students may not administer cytotoxic drugs Is familiar with all MidCentral policies and guidelines regarding safe administration.		

LEARNING OBJECTIVES	How	Date	Signature
Demonstrates ability to administer BCG	<p>Students may not administer BCG</p> <p>Is aware of MidCentral policies and guidelines on appropriate charting of BCG, treatment regime, documentation and consent process.</p> <p>Familiar with contraindications to administering BCG and the signs/symptoms/treatment of reactions.</p> <p>Familiar with patient information and is able educate patient and family/whanau</p>		

EVALUATION OF YOUR PRECEPTOR

Please return your evaluation to your Charge Nurse

Name of Preceptor _____ Date _____

E = Excellent VG = Very Good S = Satisfactory NI = Needs Improvement
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Please read the following statements then tick the box that best indicates your experience

My Preceptor:	E	VG	S	NI
Was welcoming and expecting me on the first day				
Was a good role model and demonstrated safe and competent clinical practice				
Was approachable and supportive				
Acknowledged my previous life skills and knowledge				
Provided me with feedback in relation to my clinical development				
Provided me with formal and informal learning opportunities				
Applied adult teaching principals when teaching in the clinical environment				

Describe what your preceptor did well

Describe anything you would like done differently

Signed: _____ Name: _____

YOUR CONTACT DETAILS

We care about your well-being as well as your education. If you don't arrive for a planned shift, if there is illness on the ward or in the case of an emergency we need to be able to contact you. Please could you provide the ward with your contact details and an emergency contact using the form below.

Your Name	
Your Home Phone number	
Your mobile phone number	
Name of emergency contact	
Phone number of emergency contact	

From time to time the staff on the ward may need to contact your lecturer regarding your progress, for support or in the case of problems. Please could you supply the contact details of the Lecturer/CTA that will be supporting you during this placement, in the form below?

Name of Lecturer/CTA	
Phone number of Lecturer/CTA	

This information will be kept for the length of this placement and then disposed of. It will not be shared with anyone else without your permission unless there is an emergency.