



PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

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Training of RNs Employed in the McGovern-Davison Children's Health Center-Level 4

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PBMT-GEN-005

TRAINING OF RNS EMPLOYED IN THE MCGOVERN-DAVISON CHILDREN'S HEALTH CENTER, LEVEL 4

1 PURPOSE

- 1.1 To assure individual teaching and observation of the basic skills and tasks required of a Registered Nurse (RN) while in the outpatient Pediatric Transplant and Cellular Therapy area on Level 4 of the McGovern-Davison Children's Health Center (CHC).

2 INTRODUCTION

- 2.1 Registered Nurses accepted for positions on Level 4 of the CHC spend the first week of employment at Duke University Medical Center (DUMC) New Employee Orientation. Orientation and training received in the first week is described in the Pediatric RN's Orientation and Training for the inpatient unit.

3 SCOPE AND RESPONSIBILITIES

- 3.1 All newly hired nurses assigned to Level 4 of the Children's Health Center and the Pediatric Transplant and Cellular Therapy Clinic are responsible for adhering to the contents of this document. Note: these nurses take care of children from several services and some of these skills may be used in cross coverage (i.e. intramuscular (IM) injections).

4 DEFINITIONS/ACRONYMS

- 4.1 CBO Competency Based Orientation
- 4.2 CEPD Clinical Education and Professional Development
- 4.3 CHC Children's Health Center
- 4.4 CVAD Central Venous Access Device
- 4.5 DUH Duke University Hospital
- 4.6 DUMC Duke University Medical Center
- 4.7 IM Intramuscular
- 4.8 PPE Personal Protective Equipment
- 4.9 RN Registered Nurse
- 4.10 VDH Valvano Day Hospital

5 MATERIALS

- 5.1 The following materials are included in the nurses' orientation packets:
 - 5.1.1 Competency Based Orientation for Registered Nurse Providing Care for 4th Floor CHC/Valvano Day Hospital

- 5.1.2 Duke University Hospital Population-Specific Competency Validation Form
- 5.1.3 Competence Validation Criteria for CVAD (Central Venous Access Device): End Cap Change
- 5.1.4 Competence Validation Criteria for CVAD: Accessing an Implanted Port
- 5.1.5 Competence Validation Criteria for CVAD: De-Accessing an Implanted Port
- 5.1.6 Competence Validation Criteria for CVAD: Withdrawal of Blood
- 5.1.7 Competence Validation Criteria for CVAD: Dressing Change

6 EQUIPMENT

- 6.1 Usual nursing equipment as required by the activities on the skill set sheets.

7 SAFETY

- 7.1 Use appropriate Personal Protective Equipment (PPE) when required by hospital policy.

8 PROCEDURE

- 8.1 During the first week of Training to CHC Level 4, the new RN is assigned to a group of preceptors.
 - 8.1.1 Preceptors in the CHC are RNs who have worked in the CHC for at least one year and have completed required DUH preceptor courses through Clinical Education and Professional Development (CEPD).
 - 8.1.2 The first week of training is spent completing a variety of tasks specific to the CHC and directed by the RN's preceptor. These tasks include a tour of the CHC, and review of the Department Administrative Checklist with the Nurse Manager or Assistant Nurse Manager.
 - 8.1.3 The RN is given an orientation schedule, which indicates what clinic or task the RN will be orienting to each day/week.
- 8.2 The RN will be assisted by her preceptor in completing the Competency Based Orientation (CBO).
 - 8.2.1 This log outlines specific tasks that the RN is expected to observe and then perform independently.
 - 8.2.2 The number of times the new RN performs each task prior to being considered able to perform independently is dependent on the complexity of the task.
 - 8.2.2.1 Tasks considered more complex (e.g., central line dressing changes and central line flushes) must be performed a

minimum of two times independently and without error as observed by a preceptor.

8.3 The orientation period for a new RN is individualized to meet the needs and experience of the RN.

8.3.1 The RN continues to work with her preceptor until both the preceptor and the RN feel that the RN is ready to work independently. At this point, the RN will still use her preceptor and other experienced RN's as resources.

8.3.2 The orientation period for a new RN on CHC Level 4 will be a minimum of 4 weeks in duration.

8.3.3 Per DUH policy, all new hires and transfer complete a 90 day probationary period with formal documented evaluations by the Nurse Manager and/or Assistant Nurse Manager at 30, 60, and 90 days post hired date.

9 RELATED DOCUMENTS/FORMS

9.1 NA

10 REFERENCES

10.1 NA

11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
06	Sally McCollum	Section 8.1.2 and 8.3.3 updated to reflect role of the Assistant Nurse Manager in the training and evaluation process.

Signature Manifest**Document Number:** PBMT-GEN-005**Revision:** 06**Title:** Training of RNs Employed in the McGovern-Davison Children's Health Center-Level 4**Effective Date:** 22 Feb 2023

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