



PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

DOCUMENT NUMBER: PBMT-GEN-006

DOCUMENT TITLE:

Pediatric RNs Orientation and Training for the Inpatient Unit

DOCUMENT NOTES:

Document Information

Revision: 06

Vault: PBMT-General-rel

Status: Release

Document Type: PBMT

Date Information

Creation Date: 26 Apr 2021

Release Date: 19 May 2021

Effective Date: 19 May 2021

Expiration Date:

Control Information

Author: MOORE171

Owner: MOORE171

Previous Number: PBMT-GEN-006 Rev 05

Change Number: PBMT-CCR-327

PBMT-GEN-006

PEDIATRIC RNs ORIENTATION AND TRAINING FOR THE INPATIENT UNIT

1 PURPOSE

- 1.1 To outline the procedure for the orientation and training on the inpatient pediatric transplant and cellular therapy unit.
- 1.2 To describe the orientation procedure and content for all registered nurses (RNs) on the unit.

2 INTRODUCTION

- 2.1 The inpatient nursing team on the pediatric blood and marrow transplant unit consists of registered nurses, nursing care assistants and health unit coordinators. All registered nurses are required to complete a comprehensive orientation to both the hospital and the unit. A trained Pediatric Clinical Nurse Educator along with unit Clinical Team Lead supervises the nurse's hospital orientation. Each orientee will have a small group (3-4) of trained preceptors (registered nurse) to guide their weekly orientation. The Clinical Team Lead supervises the inpatient orientation period.
- 2.2 Orientation
 - 2.2.1 The orientation period for new graduate RNs is 12 weeks. Included is one week of Hospital Based Orientation and 11 weeks of Unit Based Orientation.
 - 2.2.2 The orientation period for an experienced RN is 8 weeks. Included is one week of Hospital Based Orientation and 7 weeks of Unit Based Orientation.
 - 2.2.3 Each nurse is supervised by a preceptor who is responsible for overseeing all care delivered during each shift.
- 2.3 Orientation, longitudinal training, and annual training will include (but is not limited to) the following skills, which will routinely be practiced over the course of caring for the hematology/oncology, transplant, and/or cellular therapy patient:
 - 2.3.1 Patient Care for the hematology/oncology patient including overview of the cellular therapy process
 - 2.3.2 Administration of preparative regimens
 - 2.3.3 Administration of blood products, cellular therapy products and other supportive therapies including the use of growth factors
 - 2.3.4 Care interventions to manage complications related to cellular therapy. See related document titled APBMT-COMM-044 *Immune Effector Cell Administration and Patient Management*. Complications may include::
 - 2.3.4.1 Cytokine release syndrome (CRS)
 - 2.3.4.2 Tumor lysis syndrome (TLS)

- 2.3.4.3 Cardiac dysfunction
- 2.3.4.4 Respiratory distress
- 2.3.4.5 Neurologic toxicity
- 2.3.4.6 Macrophage activation syndrome (MAS)
- 2.3.4.7 Renal failure
- 2.3.4.8 Hepatic failure
- 2.3.4.9 Disseminated intravascular coagulation (DIC)
- 2.3.4.10 Anaphylaxis
- 2.3.4.11 Neutropenic fever
- 2.3.4.12 Infectious processes
- 2.3.4.13 Non-infectious processes
- 2.3.4.14 Mucositis
- 2.3.4.15 Nausea/vomiting
- 2.3.4.16 Pain management
- 2.3.5 Recognition of cellular therapy complications and emergencies, including the need for rapid notification of the transplant team and/or escalation of care
- 2.3.6 Palliative care/end of life care

3 SCOPE AND RESPONSIBILITIES

- 3.1 Interdisciplinary: Requires a preceptor and will include medical center orientation.
- 3.2 Preceptor Responsibilities:
 - 3.2.1 Appropriately identifies educational opportunities for the learner.
 - 3.2.2 Ensures continual evaluation of the learner's progress.
 - 3.2.3 Provides ongoing assessment of the learner's level of knowledge learning needs and willingness to learn.
 - 3.2.4 Identifies of any obstacles to learning.
 - 3.2.5 Provides timely feedback to the nurse manager regarding each orienteer's progress.
 - 3.2.6 Creates and maintains a supportive non-threatening environment for the learner.
 - 3.2.7 Assists the learner in developing organization and priority setting skills.
 - 3.2.8 Encourages the learner to become self-directed by assisting him/her in setting goals and objectives.
 - 3.2.9 Assists the learner with completion of the Clinical Based Orientation (CBO) learning module.

3.3 Preceptor Training Requirements:

- 3.3.1 Must be a nurse on the inpatient unit for at least 18 months.
- 3.3.2 Must not be in disciplinary action for performance.
- 3.3.3 Must attend the preceptor workshop.

4 DEFINITIONS/ACRONYMS

- 4.1 BMT Blood and Marrow Transplant
- 4.2 CRS Cytokine Release Syndrome
- 4.3 DIC Disseminated intravascular coagulation
- 4.4 DUHS Duke University Health System
- 4.5 MAC Macrophage activation syndrome
- 4.6 PBMTU Pediatric Blood and Marrow Transplant Unit
- 4.7 RN Registered Nurse
- 4.8 TLS Tumor Lysis Syndrome
- 4.9 VOD/SOS Veno-occlusive disease/Sinusoidal obstruction syndrome

5 MATERIALS

- 5.1 N/A

6 EQUIPMENT

- 6.1 N/A

7 SAFETY

- 7.1 N/A

8 PROCEDURE

NOTE: Every new employee will complete Medical Center Orientation: 5 days (8 hours per day)

New Graduate Track

- 8.1 Orientation for New Employee Week1
 - 8.1.1 Duke Medicine New Employee Orientation
 - 8.1.2 Nursing and Patient Care Services Orientation
 - 8.1.3 PBMTU Required Modules
- 8.2 DUHS Weekly Orientation Map – Week 2 New Graduate Nurse PBMTU
 - 8.2.1 Week 2 Milestone: Establish unit routines and identify unit resources
- 8.3 DUHS Weekly Orientation Map – Week 3 New Graduate Nurse PBMTU

- 8.3.1 Week 3 Milestone: Demonstrates safe administration practices for routine medications and basic patient assessment skills utilizing correct documentation
- 8.4 DUHS Weekly Orientation Map – Week 4 New Graduate Nurse PBMTU
 - 8.4.1 Week 4 Milestone: Demonstrates ability to manage care for high volume, low risk patients.
- 8.5 DUHS Weekly Orientation Map – Week 5 New Graduate Nurse PBMTU
 - 8.5.1 Week 5 Milestone: Demonstrates routine patient documentation including establishing a plan of care and patient education planning.
- 8.6 DUHS Weekly Orientation Map – Week 6 New Graduate Nurse PBMTU
 - 8.6.1 Week 6 Milestone: Demonstrates ability to communicate patient status within the patient care team
- 8.7 DUHS Weekly Orientation Map – Week 7 New Graduate Nurse PBMTU
 - 8.7.1 Week 7 Milestone: Demonstrates management of a low risk patient assignment including identifying abnormal assessment findings and intervening appropriately.
- 8.8 DUHS Weekly Orientation Map – Week 8 New Graduate Nurse PBMTU
 - 8.8.1 Week 8 Milestone: Demonstrates patient-family centered care while coordinating care and prioritizing needs.
 - 8.8.2 Progress Evaluation
- 8.9 DUHS Weekly Orientation Feedback Tool – Week 9 New Graduate Pediatric BMT Care Nurse
 - 8.9.1 Week 9 Milestone: Demonstrates ability to care for a full PBMT patient assignment
 - 8.9.2 Progress Evaluation
- 8.10 DUHS Weekly Orientation Feedback Tool – Week 10 New Graduate Pediatric BMT Care Nurse
 - 8.10.1 Week 10 Milestone: Demonstrates ability to care for a full PBMT patient assignment including care of complex patient.
 - 8.10.2 Progress Evaluation
- 8.11 DUHS Weekly Orientation Feedback Tool – Week 11 New Graduate Pediatric BMT Care Nurse
 - 8.11.1 Week 11 Milestone: Integrates basic patient population specialty needs into patient care.
 - 8.11.2 Progress Evaluation
- 8.12 DUHS Weekly Orientation Feedback Tool – Week 12 New Graduate Pediatric BMT Care Nurse
 - 8.12.1 Week 12 Milestone: Demonstrates appropriate clinical reasoning required for consistent patient care of the unit specific specialty patient.

8.12.2 Progress Evaluation

Experienced RN Track

- 8.13 Orientation for Experience RN New to PBMTU Week 1
 - 8.13.1 Duke Medicine New Employee Orientation
 - 8.13.2 Nursing and Patient Care Services Orientation
 - 8.13.3 PBMTU Required Modules
- 8.14 DUHS Weekly Orientation Map – Week 2 Experience RN new to PBMTU
 - 8.14.1 Week 2 Milestone: Establish unit routines and identify unit resources. Demonstrates safe medication administration practices for routine medications and basic patient assessment skills utilizing correct documentation.
- 8.15 DUHS Weekly Orientation Map – Week 3 Experience RN new to PBMTU
 - 8.15.1 Week 3 Milestone: Demonstrates ability to manage care for high volume, low risk patients. Demonstrates routine patient documentation including establishing a plan of care and patient education planning.
- 8.16 DUHS Weekly Orientation Map – Week 4 Experience RN new to PBMTU
 - 8.16.1 Week 4 Milestone: Demonstrates ability to communicate patient status within the patient care team.
- 8.17 DUHS Weekly Orientation Map – Week 5 Experience RN new to PBMTU
 - 8.17.1 Week 5 Milestone: Demonstrates management of a low risk patient assignment including identifying abnormal assessment findings and intervening appropriately.
- 8.18 DUHS Weekly Orientation Map – Week 6 Experience RN new to PBMTU
 - 8.18.1 Week 6 Milestone: Demonstrates patient-family centered care while coordinating care and prioritizing needs. Demonstrates ability to care for a full PBMT patient assignment.
- 8.19 DUHS Weekly Orientation Map – Week 7 Experience RN new to PBMTU
 - 8.19.1 Week 7 Milestone: Demonstrates ability to care for a full PBMT patient assignment including care of a complex patient.
- 8.20 DUHS Weekly Feedback Tool – Week 8 Experienced RN New to Pediatric BMT Care Nurse
 - 8.20.1 Week 8 Milestone: Demonstrates ability to care for a full PBMT patient assignment including care of complex patient. Demonstrates appropriate clinical reasoning required for consistent patient care for the unit specific specialty patient.
 - 8.20.2 Progress Evaluation
- 8.21 Competency and Knowledge may also be addressed utilizing DUH Unit Specific tools:
 - 8.21.1 Annual Competency and Knowledge Re-validation Template

8.21.2 DUH Unit Specific Revalidation Quiz

8.22 See end of document (after revision history section) for additional related training tools:

- PBMTU Required Modules
- Orientation Classes – Unit Based
- Orientation Classes – Hospital Based

9 RELATED DOCUMENTS

9.1 APBMT-COMM-044 Immune Effector Cell Administration and Patient Management.

10 REFERENCES

10.1 N/A

11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
06	Sally McCollum	<ul style="list-style-type: none"> - Throughout- document updated to include Cellular therapy scope - Additional acronyms added and defined through out - Section 2.3 – related SOP added titled APBMT-COMM-044 <i>Immune Effector Cell Administration and Patient Management</i>. - Section 8 – removal of training no longer required or that which was duplicated in the list. - Section 8.21 new training tools inserted - Orientation classes section – updated for whether recommended or required and applicability to staff - Page 7 onward- removed training that was no longer applicable.



Clinical Education & Professional Development
Duke University Health System



PBMTU Required Modules

Complete prior to providing patient care:

System	Title	Code
LMS	Philips Monitor-Alarms	CEPD40
LMS	Pain Management Policy Changes & Highlights (Part 1 & 2)	CEPD297
LMS	DUHS POCT – Urine dipstick using Multistix	00123954
LMS	DUHS POCT-Hemocult	00123943
LMS	PCICU/PICU CLABSI PREVENTION	CEPD326
LMS	Skin and Wound Module 1-Pressure Injury Risk Assessment: Using the Braden Scale Effectively	CEPD343
LMS	Skin and Wound Module 1a-Pressure Injury Risk Assessment: Using the Braden Q Scale Effectively	CEPD344
LMS	Bedside Handoff of Care & Purposeful Rounding	CEPD118
LMS	Timeless Medical End User Training	CEPD301

Complete by the end of precepted orientation:

Title	RN/MLPN
<input type="checkbox"/> CEPD302 - DUHS Orientation Nursing & Patient Care Services Part 1: Duke Standards, Codes of Conduct and Compliance	X
<input type="checkbox"/> CEPD303 - DUHS Orientation Nursing & Patient Care Services Part 2: Basics of Patient Safety	X
<input type="checkbox"/> CEPD304 - DUHS Orientation Nursing & Patient Care Services Part 3: Infection Prevention & Control	X
<input type="checkbox"/> Keeping Duke Safe Training for Faculty and Staff Non- Supervisory Roles	X
<input type="checkbox"/> RL6 Solutions – Safety Reporting System (SRS) Reporter Training	X
<input type="checkbox"/> DUH POCT- Fingerstick and Heelstick Procedure	X
<input type="checkbox"/> DUH POCT– NOVA Stat Strip Glucose	X
<input type="checkbox"/> Duke University Health System Administrative Systems	X
<input type="checkbox"/> ServiceHub Interpreter Request System – Requester Training	DUH Only
<input type="checkbox"/> Solarity Scanning (00113405)	
<input type="checkbox"/> DRH Violence Awareness Training	DRH ONLY
<input type="checkbox"/> DUHS Suicide Prevention Training (CEPD372)	X

Orientation Classes- Unit Based

Unit based classes that are completed throughout orientation by any new graduate RN to the inpatient unit.

1. Unit Orientation (2-4hrs)
 - 1.1 Completing required on-line training
 - 1.2 Completing required POCT training
 - 1.3 Simple orientation to the schedules, unit and unit routines
2. Pediatric Cord Day 1 (8hrs)
 - 2.1 PowerPoint review of entire PBMTU team and nursing routines
 - 2.2 Hands on review/practice with Central Venous Access Device's (with mannequins) and Infusaport Access
 - 2.3 Review of Chemotherapy and Common Conditioning medications, Hands on practice with chemotherapy set-up
 - 2.4 Hands on practice with complete and partial line changes
 - 2.5 Review of Code positions – Hands on practice with respiratory equipment and code-cart
 - 2.6 Review of Common Labs
 - 2.7 Blood Product Education
 - 2.8 Review of PCA usage and safety
3. PBMT Core Day 2 (8hrs)
 - 3.1 PowerPoint review of common Metabolic Disease seen on the inpatient unit
 - 3.2 PowerPoint review of Graft vs. Host Disease and PBMT patients
 - 3.3 Review of common medications administered on the inpatient unit
 - 3.4 Review of skin toxicities and skin care for PBMT patients
 - 3.5 PowerPoint review of VOD (SOS)
 - 3.6 Education regarding common complications post BMT
 - 3.7 Review of Quality of Life/End of Life care
 - 3.8 Discuss/review orientation and how orientation progressing

Orientation Classes – Hospital Based

Hospital based classes that are completed throughout orientation and the first 24 months of hire

1. Pediatric Basic Core Day 1 (recommended not required)
2. Pediatric Basic Core Day 2 (recommended not required)
3. PBMTU Core Day 1
4. PBMTU Core Day 2
5. Nurse Residency Classes (New Grad only)

Signature Manifest**Document Number:** PBMT-GEN-006**Revision:** 06**Title:** Pediatric RNs Orientation and Training for the Inpatient Unit**Effective Date:** 19 May 2021

All dates and times are in Eastern Time.

PBMT-GEN-006 Pediatric RNs Orientation and Training for the Inpatient Unit**Author**

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Document Release

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