

## **HACKETTSTOWN REGIONAL MEDICAL CENTER Orientation Outline for Agency Nurses**

Welcome to Hackettstown Regional Medical Center! Your services to augment our nursing staff are greatly appreciated, and our wish is that your experience will be enjoyable.

### Shifts

#### **I. Days**

7:00 a.m. - 3:30 pm

*or*

7:00 am - 7:00 pm

#### **II. Evenings**

3:00 pm - 11:30 pm

#### **III. Nights**

11:15 pm - 7:15 am

*or*

7:00 pm - 7:00 am

(7:00 pm - 7:30 am Critical Care)

### Where to Report

Please report to the Patient Care Services office (first floor in the Administration wing) or overhead page Administrative Coordinator during off shifts

1. Sign in the pool book.
2. Sign the Confidentiality Statement.
3. Read and sign orientation information sheet.
4. Show your valid Nursing License and Malpractice Insurance and a current driver's license with a current address and phone number.
  - Dialysis nurses' credentials are kept in PCU multipurpose room file cabinet
5. Get your assigned unit.
6. Take a blank evaluation form to the nurse in charge, who will do an evaluation on your performance. Sign it yourself at the end of the shift. This will be given to the Administrative Coordinator. Feel free to note on this evaluation any suggestions you may have to enable us to make your work more satisfying.
7. At the end of the shift, the Manager/Administrative Coordinator will sign your agency's verification slip, when appropriate.

### Meals & Rest Breaks

The charge nurse or coordinator/manager will assign the time for you to take breaks. You may eat in the employee cafeteria paying cash for food. No smoking is permitted in the hospital or on the hospital premises. You are allowed 30 minutes for lunch or supper break and a total of 15 minutes for a rest break in between. Cafeteria hours: Breakfast, 8 a.m. - 10:30 a.m.; Lunch, 11:45 a.m. - 2:00 p.m.; Supper, 5 p.m. - 6:30 p.m.

### On the Unit

Report to the charge nurse on your assigned unit, and she will give you the list of patients. RNs may give medications and hang IVS.

### Doctor's Orders

The Coordinator/Resource Nurse will take care of the doctor's orders and keep you informed of any changes. RNs may take phone orders and record them on the doctor's order sheet with telephone order and your name as receiving the order.

### Personal Belongings

Your personal belongings can be kept in the locker room. The hospital does not take any responsibility for personal items.