

# Nursing Department Orientation Program Agenda

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## DAY 1 (ALL STAFF)

TIME	TOPIC
8:00–8:20	Introductions/Overview of Nursing Department
8:20–9:00	Dignity and Confidentiality Issues
9:00–9:30	Abuse and Neglect in the Elderly
9:30–10:15	Infection Control in Long-Term Care
10-minute break	
10:25–11:00	Safe Transfer and Lifting
11:00–11:30	Tour of Community
11:30–12:00	Lunch
12:00–12:30	Product Information (Skin, Wound, and Incontinence Care)
12:30–1:15	Reduce Return-to-Hospital Rate
10-minute break	
1:25–2:30	Electronic Medical Records and Passwords
2:30–3:30	Activities of Daily Living Documentation

## DAY 2 A.M. (RN, LPN, CMT)

8:00–8:45	Adjunct Services (Lab/Radiology/Pharmacy)
8:45–9:15	Physical Therapy Services and Documentation
9:15–10:00	Medication Administration/Destruction/Documentation
10-minute break	
10:10–10:30	Nebulizer Treatments
10:30–11:00	Blood Glucose Monitoring and Insulin Administration
11:00–11:45	Medication Knowledge Test
11:45–12:15	Lunch

## DAY 2 P.M. (RN, LPN)

12:45–1:45	Admission Process
1:45–2:00	Order Entry
2:00–2:30	Accidents and Injuries
10-minute break	
2:30–3:00	Wound Care (Assessment and Documentation)
3:00–3:30	Progress Notes
3:30–4:00	End-of-Life Care