# Pediatric RNs Orientation and Training for the Inpatient Unit

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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 any obstacles to learning.
3.2.5 Provides timely feedback to the nurse manager regarding each orientee’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 Week 1
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

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<td>Sally McCollum</td>
<td>- Throughout- document updated to include Cellular therapy scope</td>
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<td>- Additional acronyms added and defined throughout</td>
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<td>- Section 2.3 – related SOP added titled APBMT-COMM-044 Immune Effector Cell Administration and Patient Management.</td>
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<td>- Section 8 – removal of training no longer required or that which was duplicated in the list.</td>
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<td>- Section 8.21 new training tools inserted</td>
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<td>- Orientation classes section – updated for whether recommended or required and applicability to staff</td>
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PBMTU Required Modules

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Complete by the end of precepted orientation:

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

**Author**

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