**PURPOSE:**
Education Nurse Specialists identified a need to provide a structured, consistent yet individualized orientation process that was easily navigated by the new RN employee, Preceptors, Clinical Educators and Managers.

**SIGNIFICANCE:**
Barriers to the previous orientation process:
- Costly in time and resources.
- Inconsistent completion of skills and assignments.
- Inconsistent documentation.
- Inadequate feedback.
- New RNs voiced frustration with the process.

**STRAIGHT AND IMPLEMENTATION:**
With Education Nurse Specialists’ direction to ensure patient safety, quality measures and individualization of action plans, Clinical Educators mapped a consistent structure of orientation based on the RNs’ experience and the orientation assessment action plan.

Outcomes were determined by:
- A qualitative focus group of Clinical Educators facilitated by Academia Liaisons and Quality Resource Specialists.
- Questionnaire sent to Preceptors, Managers and newly employed RNs via Survey Monkey. Responses were anonymous and voluntary.

**EVALUATION OUTCOMES:**

- **Clinical Educator Focus Groups**
  - 95% (19/20) use MAPS Progress Reports
  - 94% (17/18) state the process improved the new RNs’ competence at the completion of the orientation.
  - 77% (14/18) report timely, completed documentation.

- **Survey of RN Preceptors:**
  - 50% of the Preceptors used the orientation plan.
  - “It is nice to have a focus for each week of the orientation that builds on skills.”

- **Survey of Newly Employed RNs**
  - 94% (17/18) felt the orientation action plan provided enough structure to help them progress through orientation.
  - 88% (15/18) felt the orientation action plan provided enough clarity to help progress through action plan.

- 94% (16/17) of the Newly Employed RNs felt they were adequately prepared to begin role at the completion of the orientation.

- **Survey of Nurse Managers**
  - 56% (9/15) report communication changed regarding the new RN’s progress.
  - “Much more connected and all preceptors know how the new RN is doing and where they need to focus their efforts to get them up to speed to function independently.”
  - “More consistent with usable feedback.”
  - “Increase in communication regarding goals and focused development areas for new employees.”

**WEEKLY ORIENTATION PROGRESS REPORT**

<table>
<thead>
<tr>
<th>Week #</th>
<th>Goal</th>
<th>Action Plan - With RN Preceptor the RN Orientee will:</th>
<th>Documentation of RN Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Management of Care</td>
<td>Complete required competencies, clinical assignments</td>
<td>RN Preceptor documents evaluation of RN Orientee’s strengths and specific growth areas with each MAPS component weekly</td>
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<td>Complete 5 criterion checklists and clinical assignments (note: prioritized by Unit Clinical Educator)</td>
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<td>Assign to interdisciplinary team members for content expertise</td>
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<td>Provide nursing care of patients</td>
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<tr>
<td>A</td>
<td>Assessment</td>
<td>Assume care of assigned patients with Preceptor</td>
<td>Goals are individualized and carried over to the next week if necessary</td>
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<td></td>
<td>Assess and discuss each patient’s condition, possible complications, urgency</td>
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<td></td>
<td>Identify resources</td>
<td></td>
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<tr>
<td>P</td>
<td>Policies Procedures Protocols</td>
<td>Review required policies, procedures, protocols with Preceptor/Clinical Educator</td>
<td>Date and signature upon successful completion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List the policies/procedures here (note: prioritized by Unit Clinical Educator)</td>
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<td>Review standards (identified by Unit Clinical Educator)</td>
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<tr>
<td>S</td>
<td>Safety</td>
<td>Correctly communicates care of the patients through written and verbal communication</td>
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<td></td>
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<td>Use SBAR to communicate patient status</td>
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<td>Document care and communication</td>
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<td></td>
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<td>Administers medication – BMV, Infusion pumps, safety precautions</td>
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</tbody>
</table>

**IMPLICATIONS FOR PRACTICE**
- Increase implementation and use of MAPS throughout each unit.
- Practice documentation of RN progress during Preceptor Workshops.
- Continue evaluation of the improvements to the orientation process.
- Incorporate recommended changes based on input from Clinical Educators, new RNs, Managers, and Preceptors.

**REFERENCES:**