



REGISTERED NURSE MENTOR TRAINING

The RN Mentor will review the generalized and position specific duties as outlined below. The Mentee is responsible to retain the Mentor Training Form during the course of his/her initial onboarding. At the conclusion of the initial onboarding period, both the Mentor and Mentee will signature and date. The Mentor Training Form will be filed into the Mentee's personnel folder.

Generalized Duties:

- Punch In/Out Location and Guidelines--7 Minute Rule
- Call Out Procedure/Basic Scheduling Responsibilities
- Uniform and Name Badge
- Tour of Building
- Hand Washing and Infection Control
- Reporting of All Incidents to Your Immediate Supervisor
- Hiring Process/Full Review
- Staff Certification and Verification
- In- Service Documentation
- Mandatory In-Service Requirements
- Relias Employee Training
- Relias Family Portal
- Resident Privacy
- Location of Department Head Contact Numbers and Chain of Command
- Location of Health Services Department Staff Contact Information
- Location of Material Safety Data Sheets (MSDS)
- Location of AED
- Location of List Book
- Physician Communication
- Infection Control/Prevention
- State Reportable Events
- Incident Investigations
- Location of Maintenance Request Log
- Communication Within the Department
- Nursing Documentation : Problem, Assessment, Intervention and Outcome
- Chain of Command
- Grievance Policy
- Staffing/ Staffing Schedule
- Progressive Staff Discipline
- Policy and Procedure Manual
- Local And State Regulation
- On Call Coverage/ Responsibilities
- Weekend Reports
- Snow Emergency Policy
- Disaster Plan
- Emergency Preparedness
 - Location / Procedure of Fire Panel
 - Location of Fire Exits, Pull Stations, Fire Extinguisher and Fire Evacuation Plans
 - Location of Emergency Vendor Phone Numbers
- Purchase Orders
- Outside DME Vendors
- Expense Reimbursement Process and Form
- Travel Expense Voucher



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Position Specific Duties:

- New Resident Admission Process
- Readmission Evaluation
- Resident Chart Organization
- Use of Assessment Software and Navigation
- Printing Reports From Electronic Records
- General Service Plan
- Health Care Plans
- Family Care Conferences
- Fall Board/Incident Reports
- Fall Reports
- Resident Assessment
- Resident Reassessments
- Self-Medication Assessment
- Resident Sub Assessments
- Levels of Care
- Face Sheet and Emergency Envelope
- Medicaid Tracking/Case Management Reporting
- CMA Medication Delegation
- RN Delegation of Medications
- CMA Quarterly Observations
- Registered Dietician Reports
- Pharmacy Report Review
- Medication Disposal
- Narcotics Disposal
- PSO Reporting
- PRN Controlled Weekly Assessments
- Lab Protocol/Standing Orders
- Medication Cart Audits
- Criteria for Sending Residents to Emergency Department
- Universal Transfer Form
- Family Communication
- Diagnostic Testing
- Wound Care
- Rounding Throughout the Shift
- CMA Education Tracking
- Staff In-Services
- Temperature Logs
- Wellness Checks AL and CC
- CC Weekly Weights
- Tracking for Flu/ Immunization
- List Book: Hospice, DNR, O2 Pacemaker/Tracking, Dialysis, Falling Star, Diet
- 24 Hour Report
- 3 day Follow Up
- Tracking of Staff TB Screening
- Tracking Annual Resident Physician Evaluation and TB Screening
- Pendant System
- Daily Census Updates

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- In-House Provider List
- Daily Assignment Sheet/s

Position Specific Duties – continued:

- Shower Schedule Review
- Collaboration with Outside Services Providers
- Providers/Referrals
- IPPC Pharmacy Protocol and Communication
- EMAR Navigation:
 - Creating a Pharmacy Link
 - Resident Profile:
 - Diagnoses
 - Allergies
 - Apartment #
 - Quik Alerts
 - Notifications
 - Passing and Endorsing Medications and Treatments
 - Review of Medication Passes/Audits
 - Ordering meds/Refills
 - Printing POS/Face Sheet
 - Shift Narcotic Counts
 - Updating Narcotic Count

Mentee Signature

Date

Mentor Signature

Date