



# December 2010 America Zone Training Dates

**CHECK LIST:**

1. Navicare Call system: 07Dec2010-0700-1700 America Building
2. Phillips Monitor MP 5 and MP 50 Pediatric Conf Room 07Dec/08Dec 2010 0900-1700
3. Zoll-on-line training or attend training in America zone 13-17 Dec2010-schedule attached
4. Enlisted Staff and Nurses: Welch Allyn Vital signs Monitor training-schedule attached
5. Scavenger Hunt/orientation package/Day in life

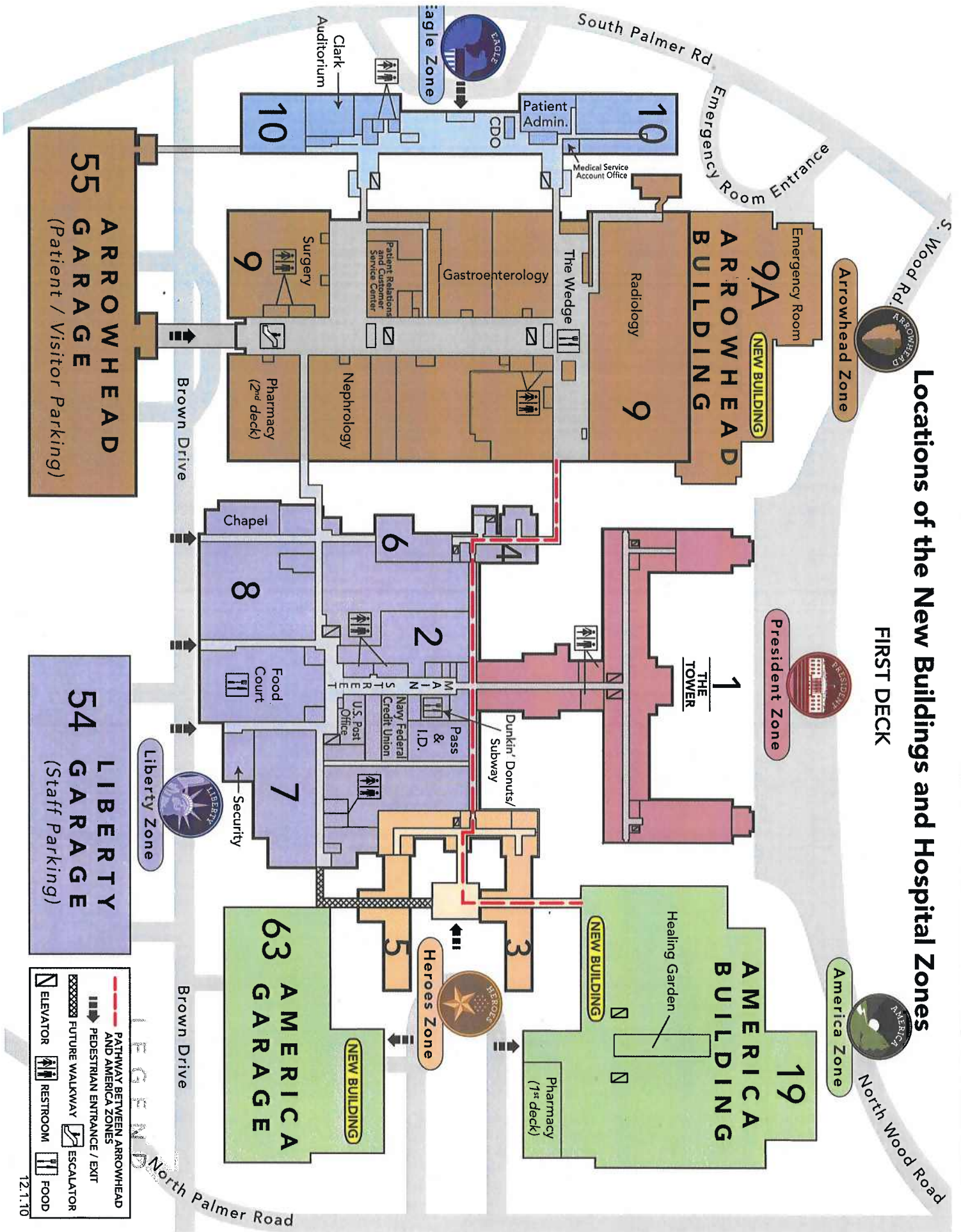
	1	2	3	4
5				
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7	Navicare Nurse Call System 0700-1700 AZ-4th floor Phillips monitor Training 0900-1700 Ped Conf	Phillips Monitor Training 0900-1700 Ped Conf		
8		Enlisted/nurse Welch Allyn vital signs training	Enlisted/nurse Welch Allyn vital signs training	
9				
10				
11				
12				
13	All Admin space Moves			
14	Day in life Scenarios/ Complete Orientation package-1300 <b>FIRE Training (Life Safety): 0800 AMERICA</b>	Day in life scenarios/ Complete Orientation package-1300	Day in life scenarios/ Complete Orientation package-1300	
15				
16				
17				
18				
19				
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21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

**17 CLINIC CLOSED NOON-8**  
All spaces move:  
"All staff complete all pending orientation items from 1300-1600"

**FIRE training (Life Safety): 1300 AMERICA**

# Locations of the New Buildings and Hospital Zones

## FIRST DECK



**LEGEND**

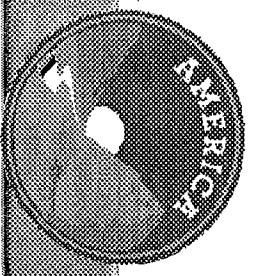
- PATHWAY BETWEEN ARROWHEAD AND AMERICA ZONES
- PEDESTRIAN ENTRANCE / EXIT
- FUTURE WALKWAY
- ELEVATOR
- RESTROOM
- ESCALATOR
- FOOD

# NNMC Building A

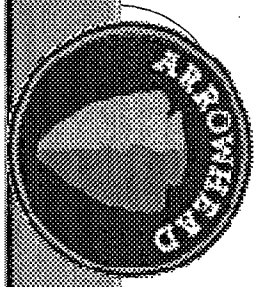
## Master Relocation Schedule

Draft Only

Monday December-13	Tuesday December-14	Wednesday December-15	Thursday December-16	Friday December-17	Saturday December-18	Sunday December-19
Breast Center Offices Mammo Films <b>Bldg 10 4th deck</b> <b>1500hrs</b>	ENT / Speech Offices <b>Bldg 9 2nd deck</b> <b>1500hrs</b>	GIM Offices <b>Bldg 9 1st deck</b> <b>1500hrs</b>	Behavioral Health Offices <b>Bldg 7 - 3,4,5,6th Deck</b> <b>1500hrs</b>	PT / OT and Chiro <b>Bldg 57</b> <b>0800hrs</b> Ortho / Podiatry <b>Bldg 57</b> <b>1000hrs</b>	ENT / Speech Final <b>Bldg 9 2nd deck</b> <b>0800hrs</b> Neurology Final <b>Bldg 9 2nd deck</b> <b>0900hrs</b>	Rheumatology Final <b>Bldg 9 1st deck</b> <b>0800hrs</b> Allergy / Immunology <b>Final Bldg 9 1st deck</b> <b>0900hrs</b>
Adolescent / Peds Offices <b>Bldg 10 7th deck</b> <b>1700hrs</b>	Endocrine Offices <b>Bldg 9 2nd deck</b> <b>1700hrs</b>	Allergy / Immunology <b>Bldg 9 1st deck</b> <b>1700hrs</b>	Hem / Onc Offices <b>Bldg 8 3rd deck</b> <b>1700hrs</b>	Adolescent / Peds <b>Bldg 10 1st deck</b> <b>1300hrs</b> ***trailer exit	Endocrine Final <b>Bldg 9 2nd deck</b> <b>1000hrs</b> Dermatology Final <b>Bldg 9 2nd deck</b> <b>1100hrs</b>	Immunization Final <b>Bldg 9 1st deck</b> <b>0900hrs</b> Hem / Onc Final <b>Bldg 8 3rd deck</b> <b>1000hrs</b>
Adolescent / Peds Offices <b>Bldg 10 1st deck</b> <b>1800hrs</b> ***trailer exit	Dermatology Offices <b>Bldg 9 2nd deck</b> <b>1800hrs</b>	Rheumatology Office <b>Bldg 9 1st deck</b> <b>1800hrs</b>	GIM Phase 2 <b>Bldg 9 1st deck</b> <b>1800hrs</b>	Dermatology Phase 2 <b>Bldg 9 2nd deck</b> <b>1530hrs</b>	GIM Final <b>Bldg 7 1st deck</b> <b>1630hrs</b>	Rad Onc Final <b>Bldg 9 Basement</b> <b>1100hrs</b> Adolescent / Peds Final <b>Bldg 10 7th deck</b> <b>1300hrs</b>
	GIM Offices <b>Bldg 7 1st deck</b> <b>2000hrs</b>	Breast Center Phase 2 <b>Bldg 10 4th deck</b> <b>1900hrs</b>	Rad Onc Offices Phase 1 <b>Bldg 9 Basement</b> <b>1900hrs</b>		Behavioral Health Phase 2 <b>Bldg 7 - 3,4,5,6th Deck</b> <b>1600hrs</b>	Behavioral Health Final <b>Bldg 7 - 3,4,5,6th Deck</b> <b>1400hrs</b> PT / OT and Chiro <b>Final Bldg 57</b> <b>1500hrs</b> Ortho / Podiatry Final <b>Bldg 57</b> <b>1600hrs</b>
Monday December-20	Tuesday December-21	Wednesday	Thursday	Friday	Saturday	Sunday
<b>First Patient Day in new building</b>						



## Navicare Nurse Call System



**LOCATION:** America Building: Radiation Oncology, Internal Medicine, General Pediatrics, and Behavioral Health  
Arrowhead Building: Emergency Dept., ICU (3<sup>rd</sup> floor, middle pod)

\*Training will commence at the front desk of each clinic listed above

**DATES:** Tuesday, 7 December 2010  
America Building

Friday, 10 December 2010  
Arrowhead Building

**SESSIONS:** 0700-1700

0700-1700

**REQUIRED ATTENDEES:** All clinic/department staff including administrative, nursing, providers, and physicians

**MATERIALS PROVIDED:** Sign-in sheets

**POC:** Ms. Lavondia Alexander, office: 301-319-4278 or Lavondia.Alexander@med.navy.mil

# Philips Physiological Monitor Training

## Building 19/America Zone

- Where: Pediatric Clinic Conference Room #1008J
- When: Tuesday December 7, 2010 & Wednesday December 8, 2010 – 0900 to 1700
- Who: Breast Care Center, Hematology-Oncology, Neurology, Physical Medicine and Rehabilitation & Pediatric staff who will be working with the MP 5 or MP 30 physiological monitors
- Time Requirement: Training is approximately 1 hour; skills checklist will be provided for the training file



# Welch Alllyn Vital Signs Monitor



**LOCATION:** America Building, 6<sup>th</sup> Floor, Neurology Reception Area

**DATES:** Wednesday, 8 December 2010  
Thursday, 9 December 2010

**SESSIONS:** One-hour sessions

**Wednesday, 8 December sessions**

**0700-0800\***

0800-0900 (Breast care, Derm, Neurology, Endocrin)

0900-1000 (Allergy/Immunol., Immuniz, Hemonc, Intern. Med.)

1000-1100 ( ENT, Rad Onc, Physical Med., Ortho/Pod)

1200-1300 (Intervent. Rad., ED, Nuc. Med)

**1300-1400\***

1400-1500 (Stragglers, Rheum, Behavior. Health)

**Thursday, 9 December sessions**

**0900-1000\***

1000-1100 (ED, Intervent. Rad, Nuc. Med.)

1200-1300 (Breast Care, Derm., Neurol, Endocrin.)

1300-1400 (ENT, Rad. Onc., Ortho/Pod, Physical Med.)

1400-1500 (Allergy/Immun., Immuniz, Hemonc., Intern. Med.)

1500-1600 (Stragglers)

**\*Send one designated person from each department to be trained as a super-user to one of the three sessions highlighted in red.**

**REQUIRED ATTENDEES:** Clinics and departments listed above. If there is a scheduling conflict, please inform your transition coordinator immediately.

**MATERIALS PROVIDED:** Sign-in sheet, resource materials, and competency checklist

# Walter Reed National Medical Center At Bethesda

## Training Schedule

December 13<sup>th</sup> - December 17

### Monday, December 13<sup>th</sup>

9:00- 10:00

10:15-11:15

11:30-12:30

12:30-1:30 LUNCH BREAK

1:30- 2:30

2:45- 3:45

4:00-5:00

5:15-6:15

### Tuesday, December 14<sup>th</sup>

9:00- 10:00

10:15-11:15

11:30-12:30

12:30-1:30 LUNCH BREAK

1:30- 2:30

2:45- 3:45

4:00-5:00

5:15-6:15

### Wednesday December 15<sup>th</sup>

9:00- 10:00

10:15-11:15

11:30-12:30

12:30-1:30 LUNCH BREAK

1:30- 2:30

2:45- 3:45

4:00-5:00

5:15-6:15

**Thursday, December 16<sup>th</sup>**

9:00- 10:00

10:15-11:15

11:30-12:30

12:30-1:30 LUNCH BREAK

1:30- 2:30

2:45- 3:45

4:00-5:00

5:15-6:15

**Friday, December 17<sup>th</sup>**

9:00- 10:00

10:15-11:15

11:30-12:30

12:30-1:30 LUNCH BREAK

1:30- 2:30

2:45- 3:45



**PEDIATRIC/ADOLESCENT CLINIC  
NATIONAL NAVAL MEDICAL CENTER  
4<sup>th</sup> deck  
AMERICA ZONE  
BETHESDA, MD**



**ORIENTATION GUIDE**

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **DUE By: 20Dec2010**

Welcome to the new Pediatric/Adolescent Clinic in the America Zone. This packet has been developed to help you orient to our new space during the month of Dec 2010/Jan2011. The following items will need to be completed by new and old staff. The Trainers will need to date and initial in the appropriate box. On the last page of the orientation, the Division Officer/ LPO/ Clinic Manager /Training Officers is required to place his/her initials/print name and signature in the box provided.

**Training Objectives:**

1. All staff will be able to verbalize the Pediatric/Adolescent Clinics Department life safety policy.
2. All staff will be able to verbalize the Pediatric/Adolescent Clinics Department fire policy.
3. All staff will be able to verbalize the Pediatric/Adolescent Clinics Department patient transport policy.
4. All staff will complete equipment competency on all old and new equipment and perform a return demonstration.
5. All staff will become familiar with new clinic space.
6. All staff will verbalize the security management policy.
7. All staff will verbalize the emergency management policy.

INITIAL CHECK-IN AND INITIAL COMPETENCY BEHAVIOR AMERICA BUILDING	INSTRUCTION		RETURN DEMONSTRATION	
	DATE	INITIALS	DATE	INITIALS
<b>ADMINISTRATION</b>				
Welcome Aboard and Clinic Intro tour			N/A	N/A
Review wayfinding map			N/A	N/A
Meet with Leading Petty Officer			N/A	N/A
Meet with Clinic manager			N/A	N/A
Meet with Department Head				
Meet with Department Secretary			N/A	N/A
Establish Division CAF and Department Head or LPO file.			N/A	N/A
Obtain clinic recall data/ DMHRSI			N/A	N/A
Establish computer access – (AHLTA/CHCS)			N/A	N/A
Obtain office keys			N/A	N/A
Obtain clinic recall bill			N/A	N/A
Complete Scavenger Hunt checklist			N/A	N/A
Given copy of Command Annual Plan			N/A	N/A
Given copy of Clinic Mission			N/A	N/A
Given Staff badges for emergency codes/patient safety goals			N/A	N/A
Given copy of Clinics Performance Improvement Plan			N/A	N/A
Given copy of “Do not Use” abbreviations			N/A	N/A
Given copy of Patient Safety goals			N/A	N/A

<b>TRAINING AMERICA BUILDING</b>				
Establish Training Record			N/A	N/A
Copy of Position Description in TR			N/A	N/A
Sign required training record documentation			N/A	N/A
Complete Required NNMC Annual Training (PPTs)			N/A	N/A
HIPAA online training completed			N/A	N/A
BLS /PALS certification			N/A	N/A
Schedule required computer training PAS BOOKING _____ CHCS/AHLTA _____				
JCAHO Readiness Handbook issued Review JCAHO Survey Requirements				
Navy Knowledge Online Account				
HMSB Class Scheduled:				
<b>48 HOUR SAFETY</b>				
Completed Life safety and environmental of care checklist			N/A	N/A
Review of Green Binder				
Location of MSDS's			N/A	N/A
Pt safety and reporting (online PSR)				
Life Safety (FIRE)				
National Patient Safety Goals				
Review Community response guidelines				
Infection Control Policies and SOP				
Needle Sticks [BBP exposure program]				
Safety Walk-Through			N/A	N/A

**NOTES:**

<b>48 HOUR SAFETY</b>				
Location of shut-off values gas				
Locate Fire Extinguishers				
Performs a walk-through of evacuation /escape routes with patient				
Locate all crash carts (all clinics 4 <sup>th</sup> floor)				
"Review time out procedures"				
Review guide to recycling and disposal regulated medical waste.				
Locate eye wash stations				
Locate heme/onc clinic treatment rooms				
Locate subspecialty clinic treatment rooms				
Locate bathroom keys				
Complete Code Pink 4 <sup>th</sup> floor				
Complete Code Blue 4 <sup>th</sup> floor				
Complete Fire drill				
Complete Infectious Waste/HazMat Orientation				
Fit tested for N95				
Locate cleaned and soiled rooms				
Describe/explain Universal Precautions State PPE Policy				
<b>PATIENT TRANSPORT</b>				
Participate in "Day in the life" exercises to evaluate patient flows, routes, processes and problem prone situations				
Complete transport to Arrowhead building ER				
Locate Lab in America Building				
Locate Rad in America Building				
Locate Pharmacy in America Building				
Locate clinic muster points (G-lot and President zone)				
Complete demo evacuation with non-ambulatory patients.				

Locate Immunization Department (America Zone)				
Locate Medical Records Department (Arrowhead)				

EQUIPMENT TRAINING				
Location of all equipment			N/A	N/A
Complete Orientation for EKG machine				
Complete Orientation for MP30				
Complete Orientation for MP05				
Complete Orientation for Nursing call system				
Complete Orientation for Liquid Nitrogen				
Complete Orientation for infant scales				
Complete Orientation for Nebulizer therapy - (Air Compressor)				
Complete Orientation for Clinic Infusion pumps (Sigma Spectrum)				
Complete Orientation of Continuous and Intermittent suction system.				
Complete Orientation for Glucometer				
Complete Orientation for Welch Allyn Vital signs machine				
Complete Orientation for Med Fusion 2001 syringe pump				
Complete Orientation for Ear Irrigation Machine				


**NOTES:**

