



December 2010 America Zone Training Dates

CHECK LIST:		1	2	3	4
5	1. Navicare Call system: 07Dec2010-0700-1700 America Building				
6	2. Phillips Monitor MP 5 and MP 50 Pediatric Conf Room 07Dec/08Dec 2010 0900-1700				
7	3. Zoll-on-line training or attend training in America zone 13-17 Dec2010- schedule attached				
8	4. Enlisted Staff and Nurses: Welch Allyn Vital signs Monitor training-schedule at- tached				
9	5. Scavenger Hunt/orientation pack- age/Day in life				
10					
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1 2 3 4

10 1 1

1

Navicare Nurse Call
System
0700-1700
AZ-4th floor
Phillips monitor
Training
0900-1700
Ped Conf

Phillips Monitor
Training
0900-1700
Ped Conf

Enlisted/nurse
Welch Allyn vital
signs training

Enlisted/nurse
Welch Allyn vital
signs training

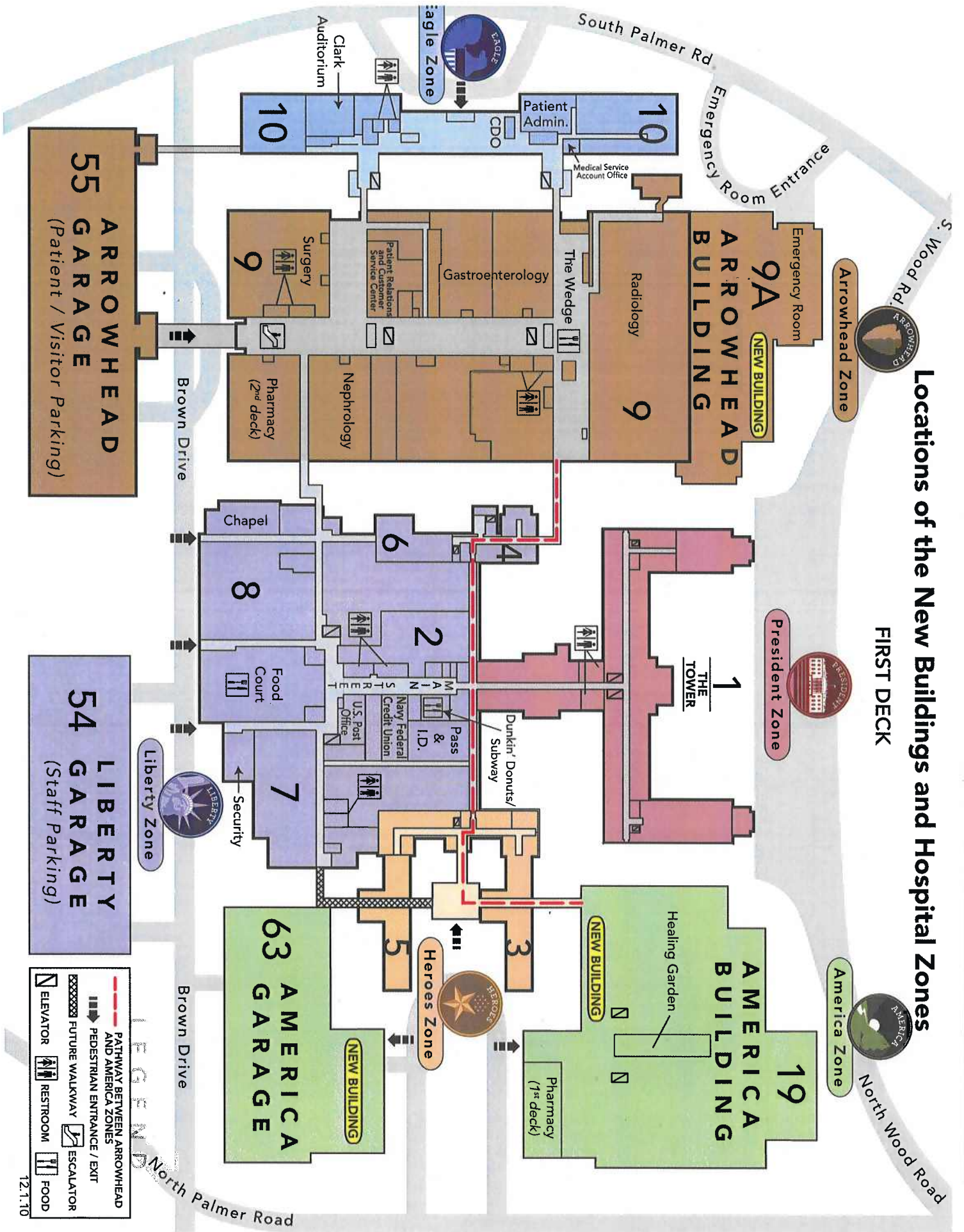
17
CLINIC CLOSED NOON-
All spaces move:
"All staff complete all
pending orientation
items from 1300-1600"

FIRE Training
(Life Safety):
0800 AMERICA

FIRE training
(Life Safety):
1300 AMERICA

Locations of the New Buildings and Hospital Zones

FIRST DECK



LEGEND

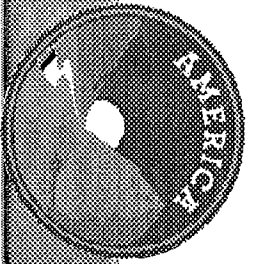
- PATHWAY BETWEEN ARROWHEAD AND AMERICA ZONES
- FUTURE PEDESTRIAN ENTRANCE / EXIT
- FUTURE PEDESTRIAN WALKWAY
- ELEVATOR
- RESTROOM
- ESCALATOR
- FOOD

NNMC Building A

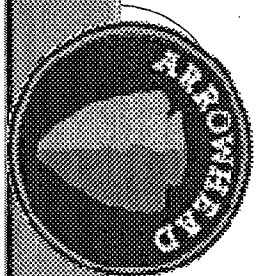
Master Relocation Schedule

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



Navicare Nurse Call System



LOCATION: America Building: Radiation Oncology, Internal Medicine, General Pediatrics, and Behavioral Health

Arrowhead Building: Emergency Dept., ICU (3rd 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

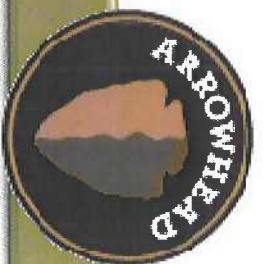
Philips Physiological Monitor Training

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, 6th 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)

Thursday, 9 December sessions

0900-1000*

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

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

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

1300-1400*

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

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 13th - December 17

Monday, December 13th

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 14th

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 15th

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 16th

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 17th

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
4th 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
ADMINISTRATION				
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

TRAINING AMERICA BUILDING				
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:				
48 HOUR SAFETY				
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:

48 HOUR SAFETY				
Location of shut-off valves gas				
Locate Fire Extinguishers				
Performs a walk-through of evacuation /escape routes with patient				
Locate all crash carts (all clinics 4 th 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 th floor				
Complete Code Blue 4 th 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				
PATIENT TRANSPORT				
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:

CLINIC FLOW				
Review clinic check in process and room assignment schedule			N/A	N/A
Review stock levels and rotation in exam rooms			N/A	N/A
Review all supplies in exam rooms			N/A	N/A
Review all supplies in isolation room			N/A	N/A
Review all supplies in hydration room			N/A	N/A
REVIEW AND READ FOLLOWING SOP'S				
Infection control			N/A	N/A
MSDS			N/A	N/A
Emergency Management			N/A	N/A
Department SOP			N/A	N/A
Clinic required training SOP			N/A	N/A
HIPPA binder			N/A	N/A
Field Days/Zone inspections			N/A	N/A

America Zone Orientation completed

I have been oriented to the above information and feel comfortable with the knowledge. All pertinent questions have been adequately answered for me.

ORIENTEE

DATE

Orientee has completed all of the indoctrination orientation, including facility training, command indoctrinations and scheduled training. Division and Training Records are established. Member is qualified to begin competency standards in his/her assigned work area. Position competency check sheet is assigned.

TRAINING OFFICER

DATE

CLINIC MANAGER

DATE

NOTES:

Abbreviated "Day in the Life" Scenarios

Quick Glance Outline

Clinical Unit / Department	Adolescent Medicine
Scheduled Date	December , 2010
POC (Point of Contact)	LT Kathryn Stewart/Sabrina Putney
POC Contact Info	Phone: (301)2956259 e-Mail: Kathryn.stewart@med.navy.mil
Process/Item to Test	Testing: Location of oxygen and use of MP30 monitor, Location of supplies, process of how to bring specimens to lab, x-ray process, fax/phone
Other Clinics/Departments Involved	<ol style="list-style-type: none"> 1. Laboratory 2. Pharmacy 3. Radiology
Number of People in the Scene	
Roles/Cast Members	
Synopsis of Scene	15 year old female is being seen for suspected pneumonia and is noted with SPO2 86% on room air. The physician orders oxygen and monitoring while transport to Walter Reed is being set up. Additional labs and x-ray are ordered and one dose Ceftriaxone IV.
Key Observations to Review	
Actual Observations & Outcomes	<ol style="list-style-type: none"> 1. 2. 3. 4.
Next Steps and Recommendations And/Or Lessons Learned & Concerns	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.

Abbreviated "Day in the Life" Scenarios

Quick Glance Outline

Clinical Unit / Department	Pediatrics
Scheduled Date	December , 2010
POC (Point of Contact)	LT Kathryn Stewart/Sabrina Putney
POC Contact Info	Phone: (301)2956259 e-Mail: Kathryn.stewart@med.navy.mil
Process/Item to Test	Crash Cart: Code Blue Pediatric Timing of bringing crash cart to scene, use of new Zoll defibrillator, Overhead code call, Transport to ED
Other Clinics/Departments Involved	1. Emergency Department 2. 3.
Number of People in the Scene	
Roles/Cast Members	1. First Responder 2. Team Leader 3. IV/Medication Person 4. Compressions 5. Recorder
Synopsis of Scene	3 year old male arrived at scheduled acute care appointment. While in primary waiting area, a parent notices he is not breathing and slumped over in a chair.
Key Observations to Review	1. How much time it takes to get crash cart to scene 2. Staff comfort level with new Zoll defibrillator 3. How will the code be called overhead? 4. Who will respond to the code? 5. How prepared staff is to take patient to ED?
Actual Observations & Outcomes	1. 2. 3. 4.
Next Steps and Recommendations And/Or Lessons Learned & Concerns	1. 2 3. 4. 5.

Abbreviated "Day in the Life" Scenarios

Quick Glance Outline

Clinical Unit / Department	Pediatrics
Scheduled Date	December , 2010
POC (Point of Contact)	LT Kathryn Stewart/Sabrina Putney
POC Contact Info	Phone: 3012956259 e-Mail: Kathryn.stewart@med.navy.mil
Process/Item to Test	Egress route, Measures to be taken with complex, critically ill children during fires, Oxygen shut off valves
Other Clinics/Departments Involved	1. 2. 3.
Number of People in the Scene	
Roles/Cast Members	
Synopsis of Scene	Twin 10 month old girls are waiting to be seen for their appointment when a Code Red is called overhead and instructions are given to evacuate. The situation is complicated by the fact the girls are ventilator dependent with oxygen and monitors attached.
Key Observations to Review	
Actual Observations & Outcomes	1. 2. 3. 4.
Next Steps and Recommendations And/Or Lessons Learned & Concerns	1. 2 3. 4. 5. 6.

Scavenger Hunt Checklist		
Date _____		PEDIATRIC & ADOLESCENT CLINIC
Team member/role:		
1)	/	
2)	/	
3)	/	
4)	/	
#	List of Items	V
1	Location of evacuation routes/maps	
2	Location of fire extinguishers	
3	Emergency (Code) cart or AED	
4	Emergency O2 shut-off valves	
5	Personal Protective Equipment	
6	Staff and corpsman daily room assignment sheet	
7	Emergency Phone Numbers	
8	Staff Lounge	
9	Corpsman Locker Room	
10	Staff Bathroom (s)	
11	Patient Bathroom (s)	
12	Educational/informational postings	
13	Hand hygiene stations	
12	Vital signs equipment/scales	
13	Clinic Manager office	
14	LPO/SEL office	
15	Copier/Printer Locations	
16	Patient Education Resource Materials	

17	Flashlights	
18	Conference Room (s)	
19	Nutrition Management Office	
20	Supply room (s)	
	Alcohol swabs	
	2x2 gauze	
	Kleenex	
	Papoose board	
	O2 nasal cannula	
	Sterile saline	
	I.V. Pump tubing	
	Venipuncture equipment	
	N95 Masks	
	Liquid Nitrogen	
	Flu/RSV nasal wash/culture supplies	
21	Intercom	
22	Physician call schedule	
23	Floor stock medications	
24	Linens	
25	Specimen containers	
26	Refrigerator and log	
27	BP cuffs	
28	Blood glucometer	
29	Fire Alarms	

30	Emergency Exits	
31	Assignment Board	
32	Medication Dispensing Machine: Pyxis	
33	Linen Carts	
34	Utility Room	
35	Bio Hazard Waste Container	
36	Waterless Hand Sanitizer Dispenser	
37	Equipment Manuals/MSDS/Department SOP	
38	Bathroom Door Switch	
39	Transcutaneous bilirubin meter	
40	EKG machine	
41	Woods Lamp	
42	Silver Nitrate	
43	Transilluminator	
44	Ambu-bags, masks	
45	Eyewash Stations	
46	Biohazard Room/Dirty Linen	
47	Clean Linen	
48	PFT room	
49	Patient Treatment Rooms	
50	Subspecialty Treatment Rooms	
51	Peds Heme/Onc Treatment/Infusion Room	
52	Patient Monitors: MP30, MP05	

