



Medical Day Stay Student Nurse Orientation

Name: _____

Te Whatu Ora
Health New Zealand

Capital, Coast, Hutt Valley and Wairarapa

Contact Details

The staff in the ward/department care about your well-being as well as your education. They will notice and be concerned if you don't arrive for a planned shift, if there is illness on the ward or in case of emergency. They may need to contact you to check if you are alright and to let you know if there needs to be a change to your shift.

Please could you provide the department with your contact details and an emergency contact using the form below. This information will be kept by a senior staff member for the length of this placement and then will be destroyed. It will not be shared with anyone else without your permission unless there is an emergency.

Your name	
Your Home Phone Number	
Your Mobile Phone Number	
Name of Emergency Contact	
Phone number of Emergency Contact	

Contacting your Tutor/CTA

From time to time the staff on the department may need to contact your tutor regarding your progress, for support or in the case of problems.

Please could you supply the contact details for the tutor/CTA that will be supporting this placement, in the form below.

Name of Tutor/CTA	
Phone number for Tutor/CTA	

Please complete a new form before each new placement and give it to the senior staff at the beginning of your placement

We are looking forward to working with you

Welcome to the Medical Day Stay Unit.

We hope you enjoy your experience here and take the opportunities to further develop your clinical skills. We hope that you will develop great working relationships with the patients, family and the interdisciplinary team to both yours and the organization's benefit.

This orientation pack has been developed to inform you about Medical Day Stay

There are plenty of learning opportunities available to you while on placement here.

Key contacts for Endoscopy/MDS

Clinical Nurse Manager	Marie Press	04 570 2694
Coordinator	Trudy Moretti	0272013647

Please contact CNM Marie Press to confirm your start dates and times. If you have any special requirements during your placement these can be discussed with her.

Your Preceptor

You will be allocated a preceptor; this preceptor will be responsible for helping you completing your objectives. We will endeavour to ensure that you mainly work with this preceptor however this is not always possible.

It is your responsibility to ensure the nurse you are working with is aware of your objectives for the day/week. You must provide evaluations and/or other paperwork to your preceptor in a timely fashion.

Your preceptor will not complete any evaluations if you give them on your last days in the unit.

If you have any concerns or questions do not hesitate to contact Marie Press, CNM.

Expectations of the Student Nurse

We will be expecting you **Monday to Friday 0830 til 1700**

If your training education provider is expecting you to be here less than 5 days per week, please let us know.

- It is expected that you arrive on time for your shift and if you are going to be late or you are unwell during your placement you must contact the department on 04 570 9158 at first available opportunity. If students fail to attend placement without informing the department, we have a requirement to escalate non-attendees to the training education provider.

Expectations of Students

- You must complete the full shift that you are allocated to work – if you are unable to do so please discuss this with your preceptor or Clinical Nurse Manager.
- It is important for your preceptor or the nurse you are working with that he/she is aware of your objectives.
- If you are not achieving your objective please see Marie Press or your preceptor (before the last week in the unit).
- Always display your ID badge
- Please ensure all documentation you need to complete for the polytechnic/university is accomplished before the last days in the unit – your preceptor will not complete any paperwork that is given to him or her if it is given in the last days of your placement.

References & Acknowledgments

Marie Press – Charge Nurse Manager

Joy Alcantara – Rheumatology Nurse Specialist for her previous work on Student Nurse's Orientation Book for Medical Day Stay.

Hutt Hospital Medicine Management Policy : Procedure for Blood and Blood Product:
<http://intranet.huttvalleydhb.org.nz/policies-guidelines/iv-related-therapies/blood-blood-products/>

Medical Day Stay Staff 2023.

Fire Evacuation Policy and Procedure

As with any ward/department in this hospital, there is a strict policy on fire evacuation.

What number do you call if you find a fire on the unit? _____

Who is the Fire Warden? _____

In the event of a fire/civil emergency alarm where would you locate?

Fire Alarms: _____

Fire Cells: _____

Fire evacuation procedure: _____

Assembly points if evacuation is necessary?

Internal: _____

External: _____

Welcome to the Medical Day Stay



Treasure Hunt

1. Staff room
2. Staff toilet/changing room
3. MDS patient area
4. Resus Trolley
5. Exit/Emergency doors
6. MDS IV trolley
7. Blood pressure machines
8. Infusion pumps
9. Store room and linen cupboard
10. MDS inpatient folders & forms
11. MDS resource folders
12. Blood sugar machine
13. MDS emergency tray
14. Transfusion Consent Folder

Unit Objectives

At the end of the clinical placement, the student nurses will be able to:

- Identify the role of the Registered Nurse in various health care setting
- Perform Vital signs taking with confidence e.g. blood pressure, heart rate, respiratory rate, temperature and oxygen saturation.
- Be able to identify trends within patient vital signs and use that in critical thinking.
- Deliver appropriate nursing care including preparation of medication under the supervision of the clinical preceptor
- Familiarize self with different medications used in the unit, its action and indication
- Use appropriate teaching strategy when instructing the patient
- Be able to participate in educating the patient about relevant health concerns
- Build therapeutic relationships through the patient journey
- Know what to do when a patient experiences an Adverse Reaction to an infusion

Medical Day Stay

You have the opportunity to learn about how a chronic illness can affect a person's life. A large number of people attend Medical Day Stay on a regular basis and even though their stay is relatively short a Nurse – Patient relationship is developed over time.

Skills such as Communication Skills (Listening and Verbal), Empathy, Manaakitanga - Hospitality, Patient Assessment – Physical, Health Literacy, Medicine Education, Infection Control, Time Management, Team work and more are utilised.

1: What can you do or ask to initiate a Nurse – Patient relationship?

2: What questions can you ask to find out about why they are here at Medical Day Stay?

3: How can you show empathy towards a patient?

Admission

Patient arrives and reports to the receptionist who then admits them on the system and waits in the waiting area.

The receptionist then brings the admission form to the Notes Holder at the Nurses Station.

The RN will then pick up the admission form and get the patient from the Waiting Room and bring them to the Medical Day Stay area where they can allocate a chair/bed space.

Pre Procedure

RN will do a set of Vitals and document. RN/Student Nurse to complete Pre Procedure Checklist. RN to insert IVC (also do Blood test if required) and notify Dr to review patient prior to procedure.

Pre Infusion

RN will do a set of Vital Signs and document. RN will assess if patient is fit to continue with having the infusion. Student Nurse may do so but must be under RN supervision. RN will insert IVC.

If requires Dr review prior to infusion then RN will call DR for review.

If Nurse Led infusion then a RN to prepare infusion as per MDS guidelines.

Infusion

RN to administer infusion as per Medication Guidelines for MDS (do appropriate med checks)

Post infusion

RN to do Post infusion Obs and remove IVC doing appropriate assessments.

Give next infusion appointment date, check for any reactions and prepare Discharge papers.

Clean Chair/Bed space ready for the next patient.

Safety Measures

Anaphylactic/Adverse Reactions

Ring the Emergency Bell. These are located in every patient space.

In an **emergency situation** or **arrest**: **raise the alarm** and **dial 777**

- A detailed instruction will be discussed by your preceptor during the orientation

Medications

All intravenous and oral medications are to be checked **by 2 Registered Nurses**

Discard used syringes after mixing/preparing medications in the sharps bin

All documentation must be correct, signed and dated

Student nurses must sign their entry with designation (student nurse) and counter signed by Clinical preceptor

The 5 R's in drug administration:

- Right Patient
- Right Drug
- Right Dose
- Right Route
- Right Time

Please ensure that you have read the [Nursing Student Medication Management Policy](#) found in the District Docs to understand what your responsibilities are with medication management.

Common Medications

Drug administration is an important nursing intervention. Drug calculations are checked by two registered nurses prior to preparation and administration. It is very important to familiarize yourself with the formula.

Oral Meds: $\frac{\text{Dose}}{\text{Want}} = \text{required dose}$ **IV meds:** $\frac{\text{Dose}}{\text{Want}} \times \text{volume} = \text{required dose}$

Here is a list of medications that are infused in Medical Day Stay.

Aclasta	Methylprednisolone
Belimumab	Pamidronate
Cyclophosphamide	Rituximab
Ferinject	Stelara
Infliximab	Tocilizumab
Iloprost	Vedolizumab
Intragam P	

The three most common infusions that are administered in Medical Day Stay are

Ferinject, Infliximab and Red Blood Cell Transfusion

To help increase your knowledge please complete the following sections.

Ferinject (Ferric Carboxymaltose)
What is Ferinject?
What is it used for?
How does it work?
How is it prepared and administered?
What are some possible side effects?

Infliximab

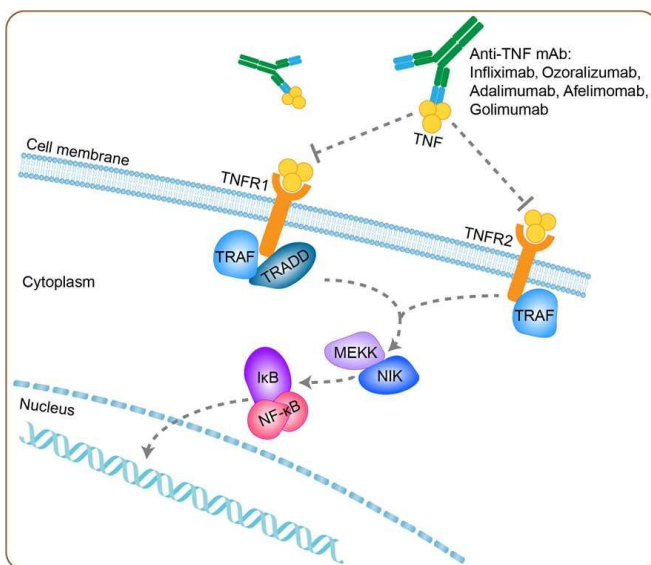
What is Infliximab?

What is it used for?

Mechanism of Action (How does it work?)

How is it prepared and administered?

What are some possible side effects?



Red Blood Cell Transfusion

Why would we administer Red Blood Transfusion?

Where would we find the Procedure for Blood & Blood Product Administration?

What equipment is required to administer Red Blood Cell Transfusion?

What documentation is required before requesting the Blood from Blood Bank.

- 1.
- 2.
- 3.
- 4.

Note: Prior to administration ALL blood products **MUST** be double checked by another RN/Midwife, Doctor **AT THE PATIENT'S BEDSIDE**

What are you checking at the patient bedside?

The Unit of Cross-Matched Blood against the prescription for:

- 1:
- 2:

The Unit and Blood Component issue Label to confirm

- 3:
- 4:
- 5:

Also check on the Blood Component Bag

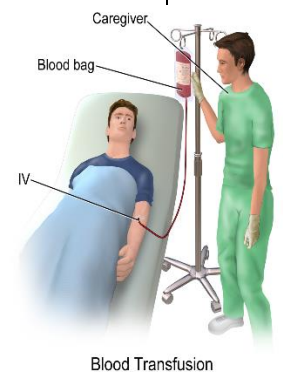
- 6:
- 7:

Verbally Check the patient's

8: I _____ verbally with the patient details on the _____ and those on the blood component issue label match exactly – S _____, First Name, N___ and Date of Birth.

Explain the recording of the baseline observations and observations during the procedure. How long must you remain with the patient?

Discuss with your Preceptor - What are the potential Adverse Reaction/Allergy someone can have from a blood transfusion?



Adverse Reactions and Allergic Reaction

According to the Hutt Hospital Medicine Management Policy (updated 2021) the following are definitions of what we will refer to in your time here as a student of what is an Allergy, Intolerance and Adverse Reaction.

Definitions

Allergy

A true allergy may be classified as one or more symptoms consistent with an immune reaction, including breathing difficulties, swelling, rash, itching, and loss of consciousness or anaphylaxis.

Intolerance

Intolerance may be classified as an adverse effect that may be predicted from the known side effect profile or pharmacological action of a drug, or an idiosyncratic or unpredictable reaction to a drug, e.g. GI bleeding secondary to a NSAID, or neutropenia with Clopidogrel.

Adverse Reaction

An adverse drug reaction is a response to a medicine which is noxious and unintended, and which occurs at doses normally used in humans.

Questions

1a: Describe what signs or symptoms would you see in a person having a mild allergy reaction medication/infusion?

1b: What action would you take if you saw a patient having a mild allergy reaction to a medication/infusion?

2a: Describe what signs/symptoms would you see in a person having a severe allergic reaction?

2b: What action would you take if you witness a patient having an anaphylactic reaction to a medication/infusion?

Common Procedures

Below is a list of procedures you may be exposed to during your time at Medical Day Stay.

- Lung Biopsy
- Liver Bopsy
- Paracentesis
- Pleural Tap

For the following procedures discuss with your Preceptor

Why these procedures would be done?

Pre and Post Cares for each procedure.

Lung Biopsy (CT guided)
Liver Biopsy (CT guided)
Paracentesis (Ascites Drain)

Notes