## RN ORIENTATION GRID FOR RECLASS AND TRANSFERS

Note: Manager should confirm that all requirements were completed during initial orientation, that documentation of completion is in employee file, and that there has been no break in service. Although not required, managers may opt to have the employee attend as an update.

| | General Hospital Orientation | Benefits | POCT/FIT | Clinical Services Orientation | Nursing Orientation | Skills Lab | CBO | Computer Training ** | HIPAA / Compliance |
|---|---|---|---|---|---|---|---|---|---|
| **Student Tech/ Patient Care Tech to RN** | No | Yes (if temp to perm) | No | No | Yes | Yes | Yes | Do HARP Tutorial and Attend ClinDoc , CPOE, and Admin Rx if needed for unit | See below |
| **RN Traveler to Perm** | Yes | Yes | No | No | No | No | No* | Attend Admin Rx, CPOE, and ClinDoc if not done at hire and if needed for unit | See below |
| **LPN to RN** | No | No | No | No | RN Med test only | No | Yes | Do HARP tutorial, attend Admin Rx, CPOE, and ClinDoc if needed for unit | See below |
| **OR RN Transfer to Inpatient Unit** | No | No | Yes (unless already done) | No | Med Test Only | Yes | Yes | Attend ClinDoc, CPOE, and Admin Rx if needed for unit, do HARP tutorial | See below |
| **IOP or Amb Care RN Transfer to Inpatient Unit** | No | No | No | Yes | Yes | Yes | Yes | Attend ClinDoc, CPOE, and Admin Rx if needed for unit, do HARP tutorial | See below |

***** CBO required if Traveler hired permanently into a different unit

****** There are four (4) computer training sessions available on hire. The basic session for non-nurses contains Oacis and Net ID. The basic session for RNs also contains HARP. There are separate sessions for AdminRx, CPOE, and ClinDoc. When a person is changing roles, compare the computer training received for the role hired into and the computer training needed for new role to decide what additional training is needed.

**CAUTION**:
If the Traveler Office has sent HR notification of termination before the notice of hiring as an MUSC employee, there is a possibility of all computer accounts being disabled. If this occurs, it is the responsibility of the Traveler/RN to call the OCIO Help Desk at 792-9700.

**HIPAA / Compliance**:

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|---|---|
| Transfer from one MUHA position (if on payroll) to another | **N**o |
| Traveler to permanent | **Yes** |
| Transfer from University | **Yes** |
| Transfer from UMA – case by case | **Contact Beth Bair (792-6169)** |