**Purpose**

1. To orient licensed nurses from outside agencies of the facility routine policies and procedures
2. To maintain quality of resident care

# **Procedure**

1. Upon arrival, the licensed nurse is to sign in, per facility policy
2. If the nurse has never worked in the facility before, he/she should be given a tour of the facility
3. The nurse going off duty is to give a detailed report on each resident
4. The orientation packet should include a minimum of the following:
	1. Floor plan of the facility, emergency phone numbers
	2. List of duties for each tour of duty
	3. Location of oxygen supply
	4. Location of policy and procedure manuals
	5. Location of designated smoking areas
	6. Type of resident population
5. When all information has been reviewed with the agency nurse, he/she may be requested to sign a form verifying that he/she has received the orientation information