

# Welcome to Nicklaus Children's @ Broward Health!

Please review this booklet prior to attending orientation.

This booklet is designed to assist in preparing you for a successful orientation and career on the campus of Broward Health.

## Non-Nursing Employees

### For EPIC Training:

<p><b>Tuesday</b>  <b>Day 1 EPIC Training (Non-Nursing)</b>          Broward Health Information Services          (ISC) Building          1608 SE 3<sup>rd</sup> Avenue          ISC Building, 1st floor  <b>Arrival Time: 7:45am</b>  <b>Class Time: 8am-4:30pm</b></p>	<ul style="list-style-type: none"> <li>• <b>Computer Documentation Training - Epic</b></li> </ul>
<p><b>Wednesday</b>  <b>Day 2 EPIC Training (non-Nursing)</b>          ISC Building, 1st floor  <b>Arrival Time: 7:45am</b>  <b>Class Time: 8am-4:30pm</b></p>	<ul style="list-style-type: none"> <li>• <b>Computer Documentation Training – Epic</b></li> </ul> <p><i>The remainder of the schedule will be set by your manager</i></p>

### EPIC Training Contacts:

Here are the contacts for EPIC Training if someone needs to get in touch with the lead facilitators.

Please list [ehr\\_training@browardhealth.org](mailto:ehr_training@browardhealth.org) as the email. This inbox is monitored by the entire team.

#### **Primary:**

Rohi Warsi (954) 847-4229

#### **Backups:**

Steven Homegar (954) 847-4316

Craig Brown (954) 847-4406

## Nursing Employees

Broward Health is committed to excellence in patient care, patient safety, and nursing competence. This booklet is your introduction to the Nursing Orientation process. Please review the contents of this booklet prior to attending nursing orientation and bring it with you. We will be happy to answer any questions you may have during nursing orientation.

<b>Nursing Orientation Day</b>	<b>Content</b>
<p><b><u>Tuesday</u></b>  <b>Day 1 Nursing Orientation</b>            Broward Health Information Services            (ISC) Building            1608 SE 3rd Avenue            ISC Building, 1st floor  <b>Arrival Time: 7:45am</b>  <b>Class Time: 8am-4:30pm</b></p>	<ul style="list-style-type: none"> <li>• Welcome to Nursing Orientation</li> <li>• HS Navigation, License, Certifications, AHA Credentials (BH Staff)</li> <li>• Nursing Professional Development, FBON Scope of Practice, IPN Roles &amp; Responsibilities, Nurse Practice Council, Clinical Ladder</li> <li>• Quality and Safety, SBAR, 2-Rule, CUS, Core Measures, EMTALA</li> <li>• Pharmacy</li> <li>• Organ &amp; Tissue Donation</li> </ul>
<p><b><u>Wednesday</u></b>  <b>Day 2 Nursing Orientation</b>            ISC Building, 1st floor  <b>Arrival Time: 7:45am</b>  <b>Class Time: 8am-4:30pm</b></p>	<ul style="list-style-type: none"> <li>• Welcome Back, Overview of Day</li> <li>• Point of Care Training/Testing</li> <li>• Risk Management</li> <li>• IV Therapy, Phlebotomy, Quality, Isolation (Kahoot!)</li> <li>• Infection Prevention Overview- CAUTI's, CLABSI's, and SSI's</li> </ul>
<p><b><u>Thursday &amp; Friday</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Contact EPIC Trainers for schedule and location for Computer Documentation Training</b></li> </ul>

## Nursing Orientation FAQs

### **What should I wear on the first day?**

Dress as the professional that you are! Dress pants, dress shirt, dress, dress slacks, skirt, dress blouse, and polished dress shoes are examples of professional attire. If you choose to wear scrubs please make sure that they are clean and pressed.

Jeans, miniskirts, shorts, open-toe shoes, halter tops, spandex leggings, athletic wear, t-shirts etc. are not considered professional attire.

### **What will I be doing in Nursing Orientation?**

You will learn the essentials to prepare you for your new position. This will be done by a variety of facilitators experienced in their specialties via lecture, hands on, and interactive learning. Additionally, you will be introduced to Broward Health policies, HealthStream, and computer documentation. It will be a busy orientation!

### **What color scrubs do I wear on the unit?**

Contact your supervisor/manager for unit designated dress code and colors as it varies from unit and region.

### **What if I'm late or unable to attend?**

Everyone has emergencies, please contact either person listed below from Clinical Education, and your NCHS manager, to notify them of your situation.

### **For questions, please contact:**

Debbie Excellent, MSN, RN

dexcellent@browardhealth.org

954.888.3514

Mary Keegan

mkeegan@browardhealth.org

954.888.3536

## Tips for Success

### Classroom Expectations

<b>Time and Attendance Arrive on Time</b>	We all have unplanned events but arriving late more than once does not leave a good impression on your new manager or your peers. Tardiness can be interpreted by others as lack of commitment or dependability, and this reduces the trust needed for teamwork among employees.
<b>Return From Breaks and Meal on Time</b>	Tardiness occurs when an employee reports to his or her designated work area after the three-minute tardy grace period for the as-signed shift or assigned time to return from meal breaks. If you have an emergency and need to return to class late, notify your facilitator. If you need to leave class, notify your manager and the facilitator.
<b>Kronos (Clock In/Out)</b>	<b>YOU MUST FOLLOW THE INSTRUCTIONS PROVIDED BY NICKLAUS CHILDREN'S HEALTHCARE SYSTEM</b> regarding how to clock In/Out for Time and Attendance when at a Broward Health Facility.

### Cell Phone Usage

**The use of personal cell phones, ear buds and electronic devices while at work is limited to off duty times.** Personal cell phones and communication devices must be turned off or placed on vibrate while on duty. Speak to your facilitator if there is an expected family situation that requires an immediate response.

Other than approved emergency calls, employees making or receiving calls while on duty will be subject to corrective action, up to and including termination. The use of personal electronic devices is prohibited during work without prior approval from your supervisor.

### Feeling Tired/Sleepy/Sick?

If so, speak to your facilitator and contact your manager about rescheduling.

### Classroom Etiquette

- Please do not carry on private conversations when there is a speaker.
- Remember you are here to learn the essentials to prepare you for your new position, so keep distractions to a minimum to respect your speakers, peers, and your facilitator.
- Please be tidy and clean up after.

## Driving and Parking Instructions

**EPIC Training for Non-Nursing employees and Nursing Orientation** will be held in the ISC Building at 1608 SE 3<sup>rd</sup> Avenue.

Upon entering the building, please check-in with a member of our team. You will be given a badge and directed to your training classroom.

**DIRECTIONS** *(To the parking garage)*  
**FROM I-95 NORTH OR SOUTH**

Exit Davie Boulevard East.  
Turn right (south) on S.E. 3rd Avenue (past Andrews Ave.)  
Continue south to S.E. 17th Street.  
Turn right (west) on 17th Street.  
Make the first left (south) on S.E. 1st Avenue to access parking garage. Parking garage entrance is on the west side of the structure.



**ISC Building**  
1st Floor (sign-in)  
1608 S.E. 3rd Avenue

**Employee Parking Garage** Enter from S.E. 1st Ave. Please park on the roof.

**Please park on the roof-top section of the parking garage.**

Proceed to the crosswalk (traffic signals) and cross to S.E. 3rd Avenue. **The Broward Health – ISC Building is located at 1608 S.E. 3rd Avenue, Fort Lauderdale**