



RUEM ORIENTATION CHECKLIST

www.ruem.org

BEFORE YOUR FIRST SHIFT PLEASE REVIEW ALL OF THE FOLLOWING AT RUEM.ORG:

- Orientation Power point (on website, see "start here" section)
- Review all Policies & Procedures Section of Website
- Review Documentation section of Website in detail and powerpoint "Documenation "ppt" summary
- Review all Service Agreements on Website in detail
- Familiarize yourself with the education resources on the website (strongly encouraged to access EMRAP and other online podcasts and resources)

IN PERSON ORIENTATION

Once you arrive at least 20 minutes prior to the start of your first shift, you will be oriented to the following. Please bring this checklist and make sure the resident, attending or PA conducting your orientation covers all the pertinent information.

Rotation Expectations	<ul style="list-style-type: none">○ Physician Assistant & Medical Student○ Off-service Residents○ RTA (Urgent Care) Rotation○ PGY-1 EM○ PGY 2-3 EM
Tour & Workflow	<p>ED Phones (not required for students)</p> <ul style="list-style-type: none">▪ Lounge 4122* <p>Front End Tour:</p> <ul style="list-style-type: none">▪ Patient Arrival/Triage▪ MSE process in Front End

	<ul style="list-style-type: none"> ▪ RTA workflow ▪ HIPPA: do not hand out any patient information or have open discussions with patients ▪ Assigning to patients ▪ Changing MSE time/MSE note ▪ Testing/Resource Utilization ▪ Discharge <p>Main ED Tour:</p> <ul style="list-style-type: none"> ○ Please Don't walk through Security ▪ Ambulances and MSE process ▪ Trauma Role ▪ Ultrasound ▪ Intubation equipment ▪ Sign-out, transfers of care ▪ MDR rounds 8:15a daily ▪ Consults (see transfer process for facility capability list) ▪ Social Worker and Case Manager Resources ▪ Scribe Utilization (Documentation, rooming patients, tracking down lab/radiology results) ▪ Nursing Communication
Documentation	<p>See www.RUEM.org (see Documentation Section)</p> <ul style="list-style-type: none"> ○ Documentation & Critical Care ppt ○ Documentation summary list <ul style="list-style-type: none"> ○ Import dot phrases from Dr. Mesisca ○ Stroke, Sepsis, STEMI Documentation ○ Restraint orders ○ Xray, Ultrasound, Critical Care ○ Chart completion end of shift for transfers and admissions and 24 hours for others
Policies & Procedures	<p>See www.RUEM.org (see Policy section)</p> <ul style="list-style-type: none"> ○ Pain Management Policy (ED use of opiates)

	<ul style="list-style-type: none"> ○ Sepsis Orientation ○ Stroke Orientation ○ Hip Pathway ○ Jail Clearance and documentation ○ ETS clearance and documentation ○ Psych patients: medicate early ○ TELEPSYCH & 4011.6 ○ Blood Culture ○ X-ray discrepancies (place all prelim into PACs)
ED Service Agreements	<p>See www.RUEM.org (See Specialty Service agreements)</p> <ul style="list-style-type: none"> ○ Eye clinic
Transfer Process	<p>See www.RUEM.org (see transfer policy)</p> <p>Critical to know transfer policy and to determine capacity and capability</p>
Resident in Charge	<p>WWW.RUEM.ORG See EM resident tools for description</p>
Throughput Goals	<ul style="list-style-type: none"> ○ 2pts per hour ○ <20 min time to provider ○ 1 hr unassigned ○ Dispositions: <ul style="list-style-type: none"> ○ ESI level 4-5 under 120 minutes ○ ESI 3: discharge under

Testing	<ul style="list-style-type: none">○ POC troponin, confirm with lab Trop○ POC lactate (no need to confirm)○ Front end: use POC urine only (don't double order unless newborn/infant or complicated); can culture from POC○ Check prior imaging before ordering CT/US○ Pregnancy test is not require prior to medical imaging unless the abd/pelvis specifically is being radiated
---------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------