



**Edward Hospital Orientation Checklist:**

- CPM Machines ORI
- Do Not Resuscitate-DNR order
- Epidural and Intrathecal Analgesia
- Event Reporting System Form
- Meditech Access Request (needs to be completed and scanned)
- Orientation checklist-Dept Specific-under 30 days
- Orientation Non-employed clinical staff
- Patient Care Tech Job Description, if applicable
- Patient Care Tech Addendum, if applicable
- Patient Controlled Analgesia-PCA
- Rapid Response Team-Adult-Pediatric
- Restraints
- RN Job Description
- Allergy Management Tutorial
- Bedside Management Verification Tutorial
- Interdisciplinary Documentation Tutorial
- Meditech Basics for Clinicians Tutorial
- Status Board Tutorial
- Environment of Care Tutorial
- Infection Control Tutorial

I have reviewed and understand the orientation materials checked above.

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Signature

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Date

## **AGENCY NURSE REQUEST FOR MEDITECH ACCESS**

Approving Manager Name:

Approving Manager Phone Number:

Unit Name:

Access Requested by (Charge nurse name):

Phone #:

Access is needed by (mm,dd,yy - hhmm):

Agency Nurse Name (First, Middle, Last):

Returning Nurse (Y/N):

Please provide 3 security questions / answers:

Question 1: Favorite Color

Answer 1:

Question 2: Pet Name

Answer 2:

Question 3: High School

Answer 3:

EXPIRATION DATE (IF NO DATE IS GIVEN DEFAULT WILL BE 7 DAYS):

**FAX FORM TO ISS HELPDESK ext 73644**

**PLEASE FOLLOW UP THIS FAX WITH A PHONE CALL TO THE HELPDESK ext  
73346**