**NP/PA Orientation/Training Template**

**New Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire:\_\_\_\_\_\_**

**Training Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Category | Assigned to: | From: | To: |  |
| **Shadow MD**  |  |  |  | **Check box when done** |
| **Focus on learning from MD** - Observe MD interaction with patients and team. Participate in Huddles, learn about disease, process, resources, roles of team members, documentation of progress notes, consult notes, new treatment order, reading a pathology report, stages of cancer, types of cancers, patient symptoms, therapies offered, correlating tumor markers, imaging and disease status. Observing why treatments change and toxicities. |  |
| **Learn way around EMR to find important information** - New Patient Referral forms, consult notes, outside MD notes ,pathology reports, imaging, labs drawn, outside labs, clinician worksheet, where patient is on treatment, allergies, medication list, orders, alerts, advance directives, hospital records, QCL’s, notes, progress notes, ROI (release of information), medical release, demographics, patient self history, dietician, social work, physical therapy notes, RN assessments, treatment note, c-ord hx. |  |
| Category | Assigned to: | From: | To: |  |
| **Personal Training**  |  |  |  | **Check box when done** |
| * Continue to find way around chart and demonstrate ability to locate information
* Learn and demonstrate ability to enter orders for follow up visits, lab appointments, lab tests, referrals, transfusions, Infusion, Imaging, chemo, prescription refill work list, authorizations, request records, navigator and new treatment order, CT’s –contrast and lab requirements, MRI and lab requirements, Interventional Radiology and guidelines
* Participate in team meeting
* Start seeing patients with NP
* Discuss and Review CBC AGC/granulocyte/neutrophil calculation
* Discuss and Review CBC platelets related to chemo
* Discuss and Review Transfusion parameters and Hgb HCT
* Discuss and review Chemistry Profile related to treatments and Cancer
* Discuss and review tumor markers
* Demonstrate documentation
* Code capture
* Start taking 1-2 patients off NP schedule and putting on own schedule
* Familiarize self with patient’s history, discuss with mentor, complete assessment, discuss assessment and plan, document, mentor sees patient with new NP/PA
* Open own limited schedule
* Telephone triage
* Chemo Teach, chemo treatment plan and consent (review process, document)
* Chemo Orders-discuss drugs, regimens, resources, toxicities and see list below
* Scheduling follow visits and infusion appointments appropriately
* Evaluating Response to treatment with imaging, tumor markers, symptoms
* Note Date Started Writing Chemo Orders with direct supervision \_\_\_\_\_\_\_\_\_\_\_\_\_
* Code capture chemo teach
* Non-chemo teaching and consent
* Navigator and chemo orders
* E-prescribing
* Narcotics and e-prescribing (see patients monthly)
* REMS
* Sick calls
* Oncotype, BRACA
* Infusion questions-observe, discuss and begin to answer
* Infusion reactions-observe, discuss and begin to participate
* Emergency Team-shadow emergency team response for 4 weeks
* SW distress tool & referrals (meet and greet, counseling, financial help)
* Dietician referrals-understand and verbalize when appropriate
* Cancer Rehab-referral to Janine-understand when appropriate and how to make ref
* Admit to hospital from office-observe and verbalize process
* Chemo admit-discuss, observe and notify hospital NP in advance
* Office hydration-understand when indicated, process and how to order
* Non-chemo drugs-discuss non chemo drugs and how to order
* Observe Bone Marrow Biopsy
* Training bone marrow (following training for follow up, chemo teach, sick visits)
* Treatment summary and follow up care plan/survivorship visit-observe and complete
* Resource library for team
* Policies for drugs, clinical, infusion
* Blood Component Order Forms
* Hospital Forms
* Occurrence report forms
* Incident/Needlestick and exposure form
* Consents for chemo and non-chemo
* Look up drug information
* Shadow in hospital for 2 weeks
* Clinical trials
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| Oncologic emergencies* Spinal Cord Compression
* Superior vena cava syndrome
* Tumor Lysis
* Cardiac Tampanade
* Hypercalcemia
* Brain Tumor with Edema/Shift
* Hypercalcemia
* Codes in treatment room
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| Category | Assigned to: | From: | To: |  |
| **Chemotherapy Orders**  |  |  |  | **Check box when done** |
| * MD selection of New Treatment Order
* NP/PA Initiate Care Plan-starts chemo authorization
* Selecting Care Plan
* Chemotherapy Pathways
* Match diagnosis & Line of Therapy
* Intent of therapy
* Calculate BSA
* Calculate AGC
* Using Carboplatin Calculator
* Doses
* Dose adjustments (one time, always)
* Moving a cycle
* Moving all cycles
* Modifying a care plan
* Discontinuing a care plan
* Clinical Trials and Co-signing by MD
* Using favorites
* Complete chemo bio course before writing orders
* Understand system of checks
* Understand drugs that require organ function monitoring prior to and throughout treatment
* Be familiar with steps of EMR chemo order writing
* Relate chemo regimens to diseases and use resources to find information
* Verbalize Understanding regarding length of chemo cycle for drug regimens using resources
* Check toxicities to make sure patient is able to receive chemo
* Familiarize self with the care plan library and HOA pathways
* Find chemo drug policies on the intranet
* Find the clinical policies on intranet
* Observe RN check
* Orders must be cosigned by an MD for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_months
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| Category | Assigned to: | From: | To: |  |
| **Shadow Chemotherapy Team**  |  |  |  | **Check box when done** |
| * Charge nurse
* Treatment Registered nurse
* Scheduler
* Pharmacy
* Dispensing
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| Category | Assigned to: | From: | To: |  |
| **EMR Training**  |  |  |  | **Check box when done** |
| * Setting Filters, Tabs, Resetting Windows, Global settings, Notes, making a progress note, lab settings, home space, recovering global settings
* Adding diagnosis (date diagnosed)
* Adding stage (date staged)
* Use test patients to find things and practice with orders
* Labs (internal and external)-diagnosis, reason for test
* Viewing progress notes
* Outside notes
* Imaging
* Prescriptions
* Prescription Refill Work List
* Orders
* Hospital records
* Consult notes
* Orders,
* Navigator
* Important information
* Transfusion orders,
* Diagnosis
* Stage
* ROI
* Op notes
* Pathology reports
* Hospice
* Home care
* Nurses Assessment
* Treatment Note
* MAR (medication administration record)
* Consent
* Chemo orders given elsewhere
* Demographics
* Med list
* Hospice info
* Alerts, advance directives
* Allergies
* Triage assessment
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| Category | Assigned to: | From: | To: |  |
| **Entering EMR Orders**  |  |  |  | **Check box when done** |
| * Create order
* Create verbal order
* Approve order
* Authenticate verbal order
* Void order
* Cancel order
* Chemo orders (special class for this)
* Order infusion level appointments
* Order lab appointment
* Order CT/other images
* Order follow up appointment
* Order specific lab test
* Order genetic testing
* Order referral
* Order transfusion in EMR (still need to do blood component order form)
* Notifications-new order, order stat, order urgent, order routine, records request, send records to, narcotic monitor program
* Patient Rx Center, check out qcl
* Pre-infusion verification, exception order form
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| Category | Assigned to: | From: | To: | Check box when done |
| **Shadow Imaging/Radiation**  |  |  |  |  |
| Category | Assigned to: | From: | To: | Check box when done |
| **Shadow Social Worker**  |  |  |  |  |
| Category | Assigned to: | From: | To: | Check box when done |
| **Shadow Dietician**  |  |  |  |  |
| Category | Assigned to: | From: | To: | Check box when done |
| **Shadow Physical Therapy**  |  |  |  |  |
| Category | Assigned to: | From: | To: |  |
| **Shadow Support Services**  |  |  |  | Check box when done |
| * Administration
* Lab
* Nursing
* Triage
* Research
* Tumor Registrar
* Information Technology
* Coding
* Billing
* Cashiering
 |  |
| Category | From: | To: |  |
| **Additional Training Needs**  |  |  | Check box when done |
| ONS Courses |  |  |  |
| Cancer Biology  |  |  |  |
| Cancer Basics |  |  |  |
| Chemotherapy Biotherapy Fundamentals of Administration |  |  |  |
| Symptom Management-Oncology APN |  |  |  |
| Treatment-Oncology APN |  |  |  |
| Breast Cancer: Survivorship & Quality of Life |  |  |  |
| Cancer Genetics |  |  |  |
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| **Next Review Date:** | **Assigned to:**  | Check box when done |
|  |  |  |
| **Next Review Date:** | **Assigned to:**  | Check box when done |
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**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**