

# **ASSISTIVE STAFF ORIENTATION**

**PURPOSE:** To provide the Assistive Staff information regarding UHB policies and procedures and standards of practice specific to their roles and responsibilities.

**OBJECTIVES:**

1. State Downstate Medical Center's mission, vision , and values.
2. Explain the relationship between the mission, vision, and values of the medical center and their role of responsibilities.
3. State and demonstrate compliance with policies and procedures, and practice standards.
4. Demonstrate safe use of patient care equipment.
5. Discuss ways that nursing staff contribute and promote patient satisfaction.
6. Develop and maintain work habits that promote and enhance teamwork.
7. Describe the communication process regarding patient concerns and issues.
8. Discuss the Assistive staff role in maintaining the National Patient Safety Goals.

**TARGET AUDIENCE:** Nursing Assistant, Staff Assistants, Technicians, EKG Associates, Hospital Attendants, Nursing Station Clerks.

**PREREQUISITES:** None.

**2009 CLASS SCHEDULE:**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
May 18, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G
June 15, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G
July 13, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G
September 8,2009	8 AM – 4:30 PM	440 Lenox Road - 2G
October 5, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G
November 2, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G
November 30, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G
December 28, 2009	8 AM – 4:30 PM	440 Lenox Road - 2G

**CONTACT HOURS:** None.

**REGISTRATION:** Please call Nursing Education/Institute of Continuous Learning at 718-270-2983 Monday – Friday between 8:30AM and 5PM.