

*West Virginia
Nurse Residency Program
Policy and Procedure
Framework*

Developed by:



Foreword

Although the tradition of completing an extensive residency program after graduation has long been accepted and supported in many health care fields, this is not the case with the nursing profession. Perhaps it is due to society's vision of dedicated nurses who are willing to forge ahead quickly, answering the call to duty, immediately meeting needs of patients while rapidly gaining hands-on knowledge and experience in the midst of a fast paced work environment. Although it sounds exciting and challenging, this vision, in reality can prove to be stressful and intimidating to the newly graduated nurse who has little clinical experience or assistance in transitioning from academics into practice.

Whether working in acute care, long term care, public health or other health care organization, the new graduate nurse must be able to breathe to survive. By adopting a residency program geared toward maintaining an "*atmosphere*" which promotes bonding, leadership, creativity, professional role development, and skill enhancement an organization can assure increased job satisfaction, retain quality nursing staff and reinforce professional commitment to the nursing profession.

Across the country, health care organizations are beginning to implement nurse residency programs and discovering that new graduate nurses are seeking out their facilities for employment. They are also finding that physicians and other health care professionals are readily accepting and supportive of Nurse Residents. Published research reflects positive outcomes and provides data on how well these programs are addressing major issues of recruitment and retention in answer to the nation's nursing shortage. Key findings indicate that Nurse Residents

demonstrate greater confidence, competence and mastery of their jobs over the course of the programs. In addition, facilities report an increase in nurse job satisfaction and retention.¹

The West Virginia Center for Nursing offers this Nurse Residency Program Policy and Procedure Framework as a guide to health care agencies who are motivated to shed outdated, ineffective methods of addressing recruitment and retention and who are willing to accept and embrace progressive change in the profession of nursing.

¹ Robert Wood Johnson Foundation, 2005. *Evaluation of nurse residency program: it leads to higher satisfaction and less turnover.* Found @ <http://www.rwjf.org/pr/product.jsp?id=17612&topicid=1318&catid=17> on 11/02/07.

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Preface

The purpose of this document is to provide a *broad, flexible framework* which addresses critical elements for transition of the newly graduated nurse into the practice of professional nursing. Threads of the *Dreyfus Model of Skill Acquisition Applied to Nursing*² are woven throughout the framework, with the assumption that graduate nurses enter into the Nurse Residency Program at Stage Two: Advanced Beginner who can demonstrate marginally acceptable performance. This Nurse Residency Program is completed at Stage Three: Competent, as the Nurse completing the Residency begins to plan and react effectively with conscious awareness and is able to think through problems abstractly and analytically. After completion of the program, the foundation is laid for continued growth toward proficiency, Stage Four and Excellence, Stage Five.

The framework also promotes the utilization of the middle-range theory, *attentively embracing story* (Smith & Liehr, 1999; Liehr & Smith, 2000).³ *Attentively embracing story* proposes that intentional nurse-client dialogue, which engages the human story, enables connecting with self-in-relation to create ease. According to the theory, each of the three concepts, intentional dialogue, connecting with self-in-relation, and creating ease are intricately connected. Throughout the Program, Nurse Residents should be encouraged to apply the theory during patient interaction, research activities and Story Embracement sessions.

² Benner, P. (2001). The Dreyfus model of skill acquisition applied to nursing. In M. Connor, N. Anselment, P. Walsh, & D. Newhouse (Eds.), *From Novice to Expert, Excellence and Poser in Clinical Nursing Practice*, (pp. 13-38). Upper Saddle River, NJ: Prentice Hall.

³ Smith, MJ & Liehr, P: Attentively embracing story: A middle range theory with practice and research implications., *Scholarly Inquiry for Nursing Practice* 13(3):3-27,1999.

Application Considerations

The framework may be adapted to acute, primary, long term or public health care, as well as other health care agencies throughout the state of West Virginia. The document template may be reproduced, amended, enhanced and expanded to produce a Nurse Residency policy and procedure manual that meets unique facility requirements while maintaining uniform core components known to effectively enhance satisfaction and retention of new professional nursing staff.

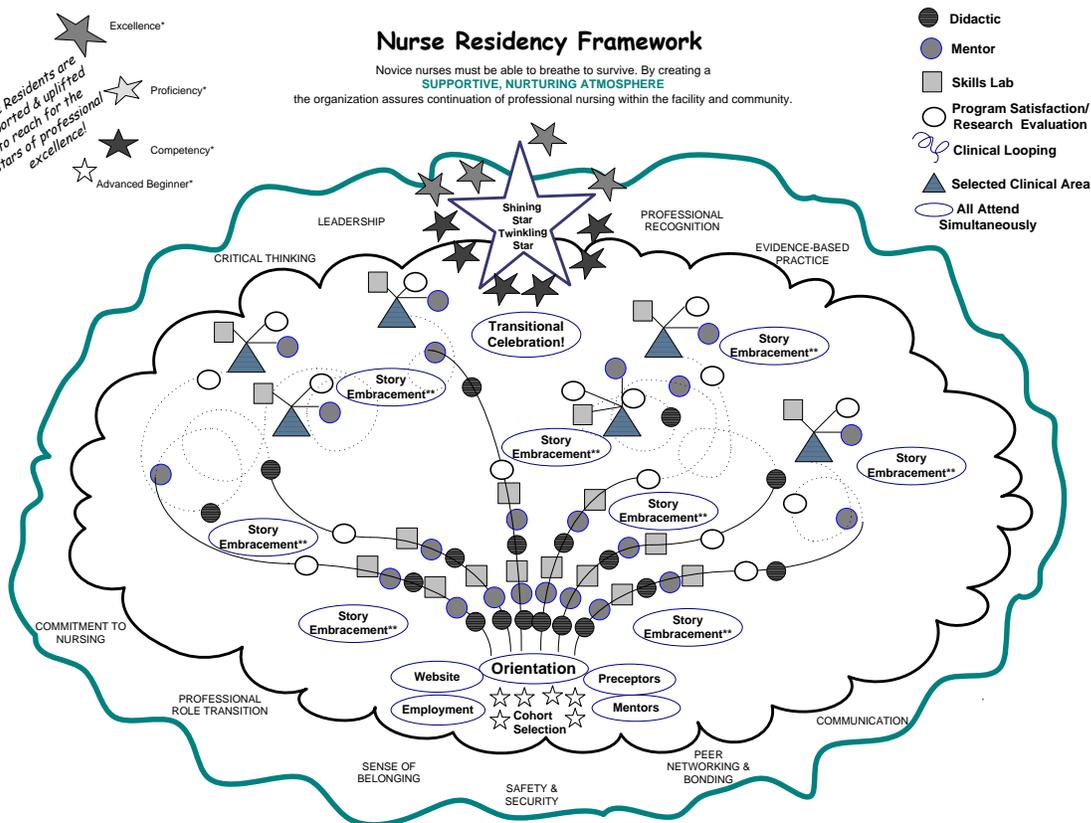
Take note that some specific requirements or criteria for program admission are merely suggestions and should be determined by the facility. Planners should consider unique facility capabilities and resources when establishing criteria for admission and deciding on the number of participants. Although a facility may choose to require all newly hired grads to participate or may choose only a select few, all Nurse Residents should be expected to complete the entire Nurse Residency Program. In contemplating delineation of roles and responsibilities, planners should think creatively and remember that roles and tasks may be shared by more than one person or at times, it may seem appropriate for one person to be responsible for multiple roles. Some responsibilities might be better accomplished through contractual agreements with outside individuals or agencies. Resources may be contracted or shared through agreements of mutual understanding, such as use of clinical environments or labs within a nearby nursing school or linking to a free on-line learning system such as *WVTRAIN*⁴. Close evaluation of present roles and duties within the organization, along with intricate planning, discussion and communication can assure long term viability of a Nurse Residency Program.

⁴ <https://wv.train.org>

Nurse Residents are supported & uplifted to reach for the stars of professional excellence!

Nurse Residency Framework

Novice nurses must be able to breathe to survive. By creating a **SUPPORTIVE, NURTURING ATMOSPHERE** the organization assures continuation of professional nursing within the facility and community.



*Benner, P. (2001). The Dreyfus model of skill acquisition applied to nursing. In M. Connor, N. Anselment, P. Walsh, & D. Newhouse (Eds.), *From Novice to Expert, Excellence and Power in Clinical Nursing Practice*, (pp. 13-38). Upper Saddle River, NJ: Prentice Hall.

**Smith, MJ & Liehr, P. Attentively embracing story: A middle range theory with practice and research implications. *Scholarly Inquiry for Nursing Practice* 13(3):3-27,1999.

<p>FACILITY NAME</p> <hr/> <p>LOCATION</p> <hr/> <hr/>	<p>POLICY AND PROCEDURE MANUAL</p>	<p>MANUAL CODE IDENTIFIER:</p> <p><u>NRP</u></p>
<p>SUBJECT: NURSE RESIDENCY PROGRAM</p>		
<p>Effective Date:</p>	<p>Review/Revision Date:</p>	<p>Page 3 of ____</p>
<p>PREPARED BY:</p> <p><i>Hospital Administrative Policy and Procedure Review Committee</i></p>	<p>APPROVED BY:</p> <p><i>CEO Name & Title:</i></p> <p><i>CNO Name & Title:</i></p>	

Policy Name: Nurse Residency Program

Policy Number: NRP 001

Developed: Date

Review Date:

POLICY:

The **Nurse Residency Program*** will be established and maintained within Facility Name to provide critical elements for transition of the employed, newly graduated Registered Nurse (RN) into the practice of professional nursing. The Program will be developed, administered, and supported in order to assist Nurse Residents in becoming competent staff nurses.

PROCEDURE:

1. Coordination of the Program will be the responsibility of the Program Coordinator.
2. The Program will be organized and administered through the following complementary roles and activities.
 - Cohort Selection
 - Employment
 - Orientation
 - Mentors
 - Preceptors
 - Didactic Learning
 - Website
 - Clinical Looping
 - Skills Lab
 - Selected Clinical Area

- Story Embracement
- Satisfaction/Research Evaluation
- Clinical Scheduling
- Safety and Security
- Professional Recognition
- Transitional Celebration
- Leadership Roles

*For future reference “Nurse Residency Program” will be known as “the Program” throughout the document.

Policy Name: Cohort Selection

Policy Number: NRP 002

Developed: Date

Review Date:

POLICY:

Nurse Residents will be selected and employed at Facility Name through the following procedure:

PROCEDURE:

1. New graduates with Associate or Bachelareate Nursing Degrees may apply to the Program through Facility Name Department of Human Resources. Nurse Residency applications will be maintained in a separate file within the Facility Name Department of Human Resources.
2. Applications will be accepted three (3) months prior to the applicant's projected graduation date.
3. Applications will include:
 - Completed Facility Name application
 - Completed Program application
 - Official school transcript
 - Minimum 3.0 GPA requirement
 - Two (2) page essay written by the applicant, describing motivation for participation in the program
 - Three (3) letters of personal & professional reference
4. A Program Peer Review Committee will be established.

5. The Peer Review Committee will consist of *Facility Name* leaders and staff nurses involved in direct patient care, who model the professional nursing culture of the facility.
6. The Nurse Recruiter, Nurse Manager and Peer Review Committee will be responsible for reviewing applications, interviewing and making recommendations for selection of the applicants.
7. The Program Coordinator, following recommendations of the *Facility Name* Nurse Recruiter, Nurse Manager and Peer Review Committee will make the final decision regarding selection of applicants for participation.
8. Applicants will be notified by mail of their selection for participation in the Program.
9. Applicants will have two (2) weeks to respond, indicating willingness to participate in the program.
10. Applicants selected to participate in the Program, must also undergo screening and meet standard employment criteria established by *Facility Name*.
11. A group of Nurse Residents beginning the Program simultaneously will be referred to as a cohort.
12. Two (2) cohorts will be selected two (2) times per year with each cohort limited to eight (8) Nurse Residents.
13. Although individual members of a cohort will begin the Program at the same entry time, some individual goals will be met at different times. However, each member of a cohort must participate in all group activities in order to complete the Program.

14. The Program Coordinator will develop the official cohort listing and provide the selected applicants with instructions for reporting to the facility for orientation.
15. Facility Name Human Resources will meet with each Nurse Resident to finalize the employment contract and benefits package.

Policy Name: Employment

Policy Number: NRP003

Developed: Date

Review Date:

POLICY: Selected, eligible applicants will be considered employees of *Facility Name* and be known as “Nurse Residents”. Nurse Residents will work under specific Program policies and procedures.

PROCEDURE:

1. Nurse Residents will sign a contract agreeing to fulfill all legal and professional obligations of the Program and to *Facility Name*.
2. Nurse Residents will agree to attend all meetings planned within the Program.
3. Nurse Residents will receive employment compensation and benefits while participating in the program.
4. Nurse Residents will receive special benefits while participating in the Program which will include the following:
 - Free annual physical at *Facility Name*
 - Free meal in *Facility Name* cafeteria twice weekly
 - Free on-site or reduced-fee CE offerings
 - Preferential placement in a selected clinical area as vacancies arise (after completion of the Program).
5. Nurse Residents will not be considered in productivity/staffing counts until completion of the six (6) month Program.

Policy Name: Orientation

Policy Number: NRP004

Developed: Date

Review Date:

POLICY: In addition to routine facility orientation activities, a one (1) day Nurse Residency Program Orientation will be held exclusively for the cohort during the first week of employment. Events of the day will occur as described in the following procedure:

PROCEDURE:

1. Welcome Breakfast (on-site)
 - Nurse Ambassadors: Each Nurse Resident will be greeted by an assigned Nurse Ambassador. Nurse Ambassadors will be staff nurses who have been employed less than two (2) years at *Facility Name* and/or recent participants in the Program. Nurse Ambassadors will accompany Nurse Residents throughout the day, answering questions and providing information.
 - Management/Leadership Introductions: The cohort will have an opportunity to interact with *Facility Name* management and leadership during the morning session.
 - Physician Greetings and Introductions: The cohort will have opportunities to meet and be greeted by *Facility Name* physicians.
 - Overview of Vision/Mission: A presentation on the Vision and Mission of *Facility Name* will be presented by Administration.
2. *Facility Name* Site Tour: The cohort will have a thorough tour of the facility while meeting staff, supervisors and leadership in each area.

3. Introduction to the Electronic Medical Record (EMR)
4. The Afternoon Luncheon, facilitated by the Program Coordinator in collaboration with other Program Leaders will include the following:
 - Plated, sit-down meal with white tablecloths and flowers
 - Keep in Touch: Nurse Residents will be given instruction and information regarding the Nurse Resident Website and a printed contact information list
 - Review of the Nurse Residency Program: Including structure, expectations, and responsibilities.
 - Facility Name Recognition Programs: Introduction and Instructions for Shining Star Program (see Professional Recognition- Policy Number: NRP016).

Policy Name: Mentors

Policy Number: NRP005

Developed: Date

Review Date:

POLICY: *Facility Name* recognizes that in order to succeed, Nurse Residents require emotional support and positive, nurturing professional interaction. Therefore, each Nurse Resident will have an assigned mentor throughout the duration of the Program.

PROCEDURE:

1. Mentors will be expert nurses who demonstrate critical thinking and excellent communication skills and who are willing to provide guidance and assistance to Nurse Residents.
2. Although mentors will have some assigned activities, they will maintain flexibility within the mentoring role in order to meet individual needs of Nurse Residents such as coping, problem solving and coaching.
3. Mentors will provide guidance toward professional growth and assist in maintaining a supportive, nurturing atmosphere for Nurse Residents.
4. A pool of mentors known as the Mentoring Group will be available to assure that each Nurse Resident maintains mentor support throughout the Program.
5. The Mentoring Group will have an identified leader known as the Mentoring Coordinator.
6. The Mentoring Coordinator is responsible for assuring that each Nurse Resident has a compatible mentor who is able to meet individual mentoring needs during Program progression.

7. The Mentoring Coordinator is responsible for supporting, influencing and evaluating mentoring activities.
8. Mentors will participate in mentor training sessions.
9. Mentors will agree to be available to assist assigned Nurse Residents as needed.
10. Mentors will agree to participate in group meetings related to the Program.
11. Mentor assignments will be flexible as Nurse Residents navigate through the program and mentoring relationship needs change.

Policy Name: Preceptors

Policy Number: NRP006

Developed: Date

Review Date:

POLICY:

Facility Name recognizes that it is important to maintain a culture that utilizes expert knowledge of seasoned staff. Therefore, preceptors will provide a professional, supportive, nurturing atmosphere to Nurse Residents during clinical experiences.

PROCEDURE:

1. Preceptors will be enthusiastic, engaged expert nurses who welcome, embrace, and encourage Nurse Residents in a collegial manner.
2. The pool of Preceptors recognized by Facility Name will be known as the Preceptor Group.
3. The Preceptor Group will consist of staff nurses within Facility Name who are willing and able to manage assignments and workloads while lending expert knowledge and oversight to Nurse Residents within the clinical area.
4. The Preceptor Group will have an identified leader known as the Preceptor Coordinator.
5. Preceptors will agree to work one-on-one with Nurse Residents within their clinical area of expertise.
6. Because Preceptors are considered “high impact” employees of Facility Name, they will receive special consideration and compensation for their willingness to precept. These considerations may include:
 - additional compensation for time spent in direct precepting

- designated parking area
 - weekly paid lunch in facility cafeteria
 - facility/staff recognition
7. All Preceptors will be prepared through a two (2) day off-site seminar.
 8. The Preceptor Coordinator is responsible for coordinating, supporting, monitoring and evaluating preceptor activities.
 9. Preceptors will precept no more than two (2) Nurse Residents simultaneously.
 10. Preceptors will assist in organizing teaching rounds by other expert nurses.
 11. Preceptors will participate in Nurse Resident competency evaluation activities.
 12. Outstanding Preceptors will be recognized through the *Facility Name* Shining Star Program (see Professional Recognition- Policy Number: NRP016)

Policy Name: Didactic Learning

Policy Number: NRP007

Developed: Date

Review Date:

POLICY:

Nurse Residents will participate in classroom didactic learning experiences.

PROCEDURE:

1. Nurse Residents will participate in eight (8) hours of weekly classroom didactic learning sessions over a nine (9) week period.
2. Didactic learning will be planned and implemented by a group known as the Education Group.
3. The Education Group will be comprised of Masters Prepared Nurses and other qualified individuals within Facility Name who have expert knowledge, skills in nursing practice, computer/media technical skills and teaching experience.
4. The Education Group leader will be known as the Education Coordinator.
5. The Education Coordinator will be responsible for guiding the group in curriculum selection, development and delivery of the didactic learning experiences for the Program.
6. Members of the Education Group will agree to complete assigned duties.
7. The facility will provide adequate in-house learning environments, materials, tools, and equipment needed to support the planned didactic learning experiences for the Program.
8. The Education Group will collaborate with the Skills Lab Development Group to provide complementary learning experiences for the cohort.

Policy Name: Website

Policy Number: NRP008

Developed: Date

Review Date:

POLICY: A dedicated website to support learning, communication and scheduling for the Program will be maintained.

PROCEDURE:

1. *Facility Name* Information Technology personnel will be responsible for creating a secure, password-protected website linked to the facility system which will support and assist the Program.
2. The Education Group will work with Information Technology to manage and oversee website content of the Program website.
3. Access to the Program website will be restricted to individuals directly involved in the Program and Facility Leadership.
4. The Education Group will work with Information Technologies to plan, implement and track cohort website training.
5. Information Technology will be available to provide website technical assistance.
6. Components of the Nurse Residency website will include:
 - Skills lab self-scheduler
 - Classroom assignment board
 - Discussion forum
 - Frequently asked questions
 - Activity/event notification calendar
 - E-mail box

- Links to CE offerings
- Link to *Facility Name* home page
- Links to professional nursing organizations and journals
- Links to surveys and research applications

Policy Name: Clinical Looping

Policy Number: NRP009

Developed: Date

Review Date:

POLICY: Nurse Residents will have the opportunity to develop and enhance beneficial, cohesive professional relationships and understanding of the workings of each clinical area of Facility Name. Nurse Residents will be required to rotate through each clinical area. This process will be known as “clinical looping”.

PROCEDURE:

1. Nurse Residents will fulfill no less than _____ (determined based on facility size) number of hours in clinical looping throughout all clinical areas of the facility.
2. Each clinical area must be experienced by each Nurse Resident during a continuous three (3) week time frame with minimum of eighty (80) documented hours of direct precepted experience.
3. A Clinical Looping Group will be established in order to assure that the Clinical Looping process is smooth and effective for Nurse Residents.
4. The Clinical Looping Group will consist of a representative from each clinical area of the facility.
5. The Clinical Looping Group will have assigned duties.
6. Clinical Looping Group members will agree to perform their assigned duties.
7. The Clinical Coordinator will be the identified leader for the Clinical Looping Group.

8. The Clinical Coordinator will be responsible for supporting, influencing and monitoring clinical looping activities.
9. The Clinical Coordinator will schedule, structure and build relationships with nursing staff and leadership to enhance the Clinical Looping experience for the cohort.
10. The Clinical Coordinator will make daily rounds throughout the clinical looping areas.
11. The Clinical Coordinator will be responsible for assuring that Nurse Residents have opportunities to schedule in each clinical area.
12. Loop areas of Facility Name that must be experienced include:
 - Obstetrics
 - Pediatrics
 - Medical Surgical
 - Operating Room
 - Orthopedics
 - _____
 - _____
13. Nurse Residents will meet with assigned mentors a minimum of three (3) times during each clinical looping experience.
14. During clinical looping, Nurse Residents will work with various clinical preceptors.
15. Nurse Residents will submit a three (3) page reflection after each clinical looping experience.

16. Nurse Residents will participate collectively in Story Embracement sessions during the clinical looping process. (See Story Embracement Policy NRP012.)
17. Nurse Residents will participate in three (3) program satisfaction/research evaluation activities during the clinical looping process.

Policy Name: Skills Lab

Policy Number: NRP010

Developed: Date

Review Date:

POLICY: Nurse Residents will spend no less than eighty (80) hours in a clinical skill development environment know as the “Skills Lab”.

PROCEDURE:

1. The Skills Lab Group will consist of a specific number of health care professionals with proficient to expert professional nursing skills.
2. The Skills Lab Group will have assigned functions.
3. The Skills Lab Group will have an identified leader known as the Skills Lab Coordinator.
4. The Skills Lab Group will collaborate with the Education Group to provide complementary learning experiences for the cohort.
5. Expert nurses will be identified to assist in evidence-based practice and competency development of the cohort during skills lab sessions.
6. The Skills Lab Coordinator will plan, implement and assure that clinical lab opportunities are evidence-based, sharing research literature with Nurse Residents during activities.
7. The Skills Lab Coordinator will plan, implement and assure that clinical lab opportunities are accessible to Nurse Residents.
8. The Skills Lab Group will collaborate with Information Technology and the Education Group to assure adequate utilization of the Nurse Residency Website related to Skills Lab activities and scheduling.

9. Facility Name will provide clinical lab space for the purpose of providing hands-on clinical skill instruction and development of competent Nurse Residents.
10. Nurse Residents will participate in Program research and evaluation during skills lab sessions.

Policy Name: Selected Clinical Area

Policy Number: NRP011

Developed: Date

Review Date:

POLICY: After completion of Clinical Looping, the Nurse Resident will be guided toward selection of a clinical area of interest where employment, assuming vacancy, will be continued, after completion of the Program. This clinical area of interest will be known as the “Selected Clinical Area”.

PROCEDURE:

1. Nurse Residents will spend a pre-determined number of precepted hours in the Selected Clinical Area prior to completion of the Program.
 - The number of required precepted hours will vary depending on the acuity level of the Selected Clinical Area. The number of precepted hours will be determined by the Program Coordinator and Clinical Coordinator.
2. The Clinical Coordinator will be responsible for supporting, influencing and monitoring Nurse Resident activity in the Selected Clinical Area.
3. The Clinical Coordinator will schedule, structure and build relationships with nursing staff and leadership to enhance the Selected Clinical Area experience for the Nurse Resident.
4. The Clinical Coordinator will make daily rounds throughout Selected Clinical Areas where Nurse Residents are being precepted.
5. The assigned Nurse Preceptor is responsible for assuring that the Nurse Resident is exposed to adequate clinical opportunities needed to develop competency in the Selected Clinical Area.

6. Nurse Residents will undergo competency evaluations at regular intervals while in the Selected Clinical Area.
7. Nurse Residents will write a three (3) page reflective paper during each week of Selected Clinical Area experience.
8. Nurse Residents will discuss the Selected Clinical Area experience with the assigned mentor at least weekly.
9. Nurse Residents will collectively participate in a weekly Story Embrace session during the time they are in the Selected Clinical Area. (See Story Embrace Policy NRP012).
10. While Nurse Residents are in the Selected Clinical Areas, the Program Review Committee will review progress of the cohort on a weekly basis to determine individual and group needs.

Policy Name: Story Embracement

Policy Number: NRP012

Developed: Date

Review Date:

POLICY: To assure peer networking and bonding and create a sense of belonging, the cohort will participate in Story Embracement sessions. Nurse residents will be guided in applying the theory, *attentively embracing story* (Smith & Liehr, 1999) as they engage in intentional dialogue. During the sessions the cohort will share meaningful stories of patient encounters and professional development. Nurse Residents will be encouraged to use the theory to guide research development within the organization.

PROCEDURE:

1. Weekly three (3) hour Story Embracement sessions will be mandatory.
2. The Program Coordinator will be responsible for planning and facilitating Story Embracement sessions for the Program.
3. Nurse Residents will complete all preparatory assignments prior to each Story Embracement session.
4. Nurse Residents will be required to attend all Story Embracement sessions.
5. Mentors and Preceptors should attend all Story Embracement sessions.
6. Facility Physicians will be invited and encouraged to attend Story Embracement sessions.

Policy Name: Satisfaction/Research Evaluation

Policy Number: NRP013

Developed: Date

Review Date:

POLICY: Nurse Residents will participate in program satisfaction/ research evaluation activities.

PROCEDURE:

1. A Research and Evaluation Group will be established and maintained.
2. The identified leader of the Research and Evaluation Group will be known as the Research and Evaluation Coordinator.
3. The Research and Evaluation Coordinator will be responsible for all aspects of research and evaluation of the Program.
4. The Research and Evaluation Group will consist of a specific number of health care professionals with expert research and evaluation skills.
5. The Research and Evaluation Group will have assigned functions.
6. The Research and Evaluation Group will utilize the Nurse Residency website for survey and research activities as appropriate.
7. Nurse Residents will be required to participate in all research and evaluation projects upon request.
8. Pertinent information and results obtained through research and evaluation within the Program will be shared with the *West Virginia Center for Nursing*.
9. Nurse Residents will participate in Professional Recognition evaluations and related activities.

Policy Name: Clinical Scheduling

Policy Number: NRP014

Developed: Date

Review Date:

POLICY: Nurse Residents will participate in team assignment and scheduling processes.

PROCEDURE:

1. The Clinical Scheduling Coordinator will be responsible for assisting the Clinical Coordinator, Preceptor Coordinator, Preceptors and Nurse Residents in scheduling clinical experiences for the Nurse Resident.
2. The Clinical Scheduling Coordinator will monitor, evaluate and advise Nurse Residents related to scheduling practices and techniques.
3. The Clinical Scheduling Coordinator and assigned Preceptors will collaborate and maintain the authority to amend scheduling when deemed necessary.

Policy Name: Safety & Security

Policy Number: NRP015

Developed: Date

Review Date:

POLICY: Nurse Residents will participate in safety and security education/practice throughout the Program.

PROCEDURE:

1. The Safety and Security Coordinator will be responsible for assisting the cohort in learning and practicing patient safety and security.
2. The Safety and Security Coordinator will be an identified member of the Facility Name Safety Committee, Infection Control Committee or other group focused on safety and security measures within the facility.
3. The Safety and Security Coordinator will agree to perform the assigned duties.
4. The Safety and Security Coordinator will monitor, evaluate and advise Nurse Residents on issues related to patient safety and security.
5. The Safety and Security Coordinator will monitor, evaluate and advise Nurse Residents on issues related to personal safety & security.
6. The Safety and Security Coordinator will be notified and follow-up on any incident wherein the safety or security of a Nurse Resident is threatened.
7. The Safety and Security Coordinator will be notified and follow-up on any issue wherein a Nurse Resident is involved in a patient safety or security event.
8. The Safety and Security Coordinator will notify the Program Coordinator when any safety and security incident involving a Nurse Resident is reported.

9. The Program Coordinator will review all safety and security incidents involving Nurse Residents and notify appropriate facility staff for follow-up per facility policy.

Policy Name: Professional Recognition

Policy Number: NRP016

Developed: Date

Review Date:

POLICY: Nurse Residents and *Facility Name* Staff involved in the Program will participate in activities intended to recognize exceptional leadership qualities, attainment of professional nursing competency levels and demonstration of remarkable behavior reflecting the mission, vision and culture of the facility.

PROCEDURE:

1. Shining Star Program

- Nurse Residents will be given five (5) cards during Orientation. The cards will be utilized to write comments about preceptors and leaders. Positive comments will be considered during the Shining Stars selection process. During each Story Embrace, a Shining Star will be recognized. Shining Stars will be honored during the Transitional Celebration.
- Cards with negative comments will be directed to the Preceptor Coordinator for review and appropriate follow-up.

2. Twinkling Star Program

- Nursing Leadership within the Program will be given five (5) cards during orientation. The cards will be utilized to write comments about Nurse Residents. Positive comments will be considered during the Twinkling Star selection process. During each Story Embrace, a Twinkling Star will be recognized. Twinkling Stars will be honored during the Transitional Celebration.

- Cards with negative comments will be directed to the Program Coordinator for review and appropriate follow-up.
3. The Nurse Residency website will be utilized to post Program recognitions and honors.

Policy Name: Transitional Celebration

Policy Number: NRP017

Developed: Date

Review Date:

POLICY: When the Program is completed and Nurse Residents begin the new role of staff nurse within *Facility Name*, a celebration gathering will be held to introduce and recognize the cohort as Competent Staff Nurses.

PROCEDURE:

1. The Professional Recognition Coordinator in collaboration with the Program Coordinator will oversee the planning of the off-site evening banquet known as the “Transitional Celebration”.
2. All Program leadership, *Facility Name* leadership and physicians should be encouraged to attend the Transitional Celebration.
3. The cohort will be encouraged to invite friends and family to the Transitional Celebration.
4. Previously assigned Nurse Ambassadors will greet and attend the Nurse Residents and their guests throughout the Transitional Celebration.
5. During the Transitional Celebration, each Nurse Resident will be recognized and honored.
6. During the Transitional Celebration, Shining Star and Twinkling Star Awards will be presented by *Facility Name* Administration.
7. Expectations previously verbalized during Program Orientation will be reviewed. The cohort will have opportunities to expound on the Nurse Residency experience and whether or not the Program met original expectations.

Policy Name: Leadership

Policy Number: NRP018

Developed: Date

Review Date:

POLICY:

Leadership roles and assignments for the implementation of the Nurse Residency Program will be maintained and supported by Facility Name.

PROCEDURE:

1. Leadership roles within the Nurse Residency Program will include the following:

- Program Coordinator
- Mentor Coordinator
- Preceptor Coordinator
- Research & Evaluation Coordinator
- Education Coordinator
- Skills Lab Coordinator
- Clinical Coordinator
- Story Embracement Coordinator
- Scheduling Coordinator
- Safety and Security Coordinator
- Professional Recognition Coordinator