

# Ward Orientation Checklist

**NHS**

**Professionals**

Please ensure that on entering a new ward/ location/unit you immediately present your identity badge to the person in charge of the area, to enable them to check your identity. Please let them know that you are new to the area and request a ward orientation.

On all shifts, you should introduce yourself to the team you are working with and ensure you have received a handover of relevant patients and their care plans.

This document outlines what should be covered when you attend a new ward/ location/unit for the first time. This list is not exhaustive, and the Trust are responsible for ensuring that all Bank Members are aware of everything they need to know to perform their duties.



Ward:

Trust staff member:

Signed:

Date

NHSP staff member

Signed:

Date:

Please keep a copy of this document safely for your records



This confirms that a Ward Orientation was completed for the following NHS Professionals Bank Member.

Ward:

Trust Staff Member:

Signed:

Date:

NHSP Bank Member:

Signed:

Date:

Ward Orientation Checklist	✓	Notes
Locations of:		
Locker room in which to leave belongings safely and staff toilets		
Treatment room(s)		
Sluice room		
Alarm and emergency call number		
Resuscitation trolley		
Protective clothing and equipment		
Ligature cutters (for mental health settings)		
Seclusion and de-escalation room (for mental health settings)		
Contraband/restricted items storage (patients) (for mental health settings)		
Access		
Location of/access to patient notes and Trust policies		
Door codes		
Bleep/Alarm system		
Dial ____ Bleep ____ Ext ____		
Trust-specific Fire Safety Training including:		
Location of Fire alarm		
Location of Meeting points		
Designated Fire marshal		
Trust-specific training including:		
Therapeutic engagement and observations competency assessment (for mental health settings)		
Prevention and Management of violence and aggression (PMVA) or CPI Verbal Intervention and CPI Safety Intervention previously known as MAPA (for mental health settings)		
Health and Safety		
Ionising Radiation Training (where applicable)		
Escalations/Concerns		
Nurse/Manager in charge		
How to escalate cardiac arrest		
How to escalate a deteriorating patient		