

## Orientation and Onboarding Template

The following are areas to consider during orientation and onboarding of new hires, specific timeframes should be determined by your institution and caseload.

First two weeks of orientation:

- Security, HR, paperwork:
  - Contact numbers, email, IT requirements, help desk
  - Insurance, benefits, regulation, union rules, where applicable
  - Online requirements completed during the two weeks orientation
  - Job description is reviewed during this period
- Location orientation:
  - Parking, maps
  - OR orientation: where to get scrubs, get to know colleagues, anesthesia surgeons, RN's
  - ICU Orientation: RN's, physician staff, bedside procedures
  - Other facilities where perfusionists may be involved: Cath lab, EP lab, Hybrid ORs, or non-cardiac ORs
- Equipment and Supplies:
  - Inventory: cannula, pumps, ancillary equipment, circuits etc..
    - Location of supplies, when to use them, circuit choices. IFU's etc.
  - Heart lung machine: Learn pump set up, ancillary equipment, charting
  - Troubleshooting, breakdown of the entire heart lung machine and how to replace components.
  - Quality control and equipment maintenance
- Case monitoring:
  - Chart, observe cases and build circuits
    - Observe procedure, learn the language, unspoken questions, stressors
    - Surgeon or surgical preferences
  - More senior new hires may pump cases sooner
  - Ventricular assist orientation – may take longer depending on experience of VAD cases
  - ECMO: Set minimum number of hours expected of training or hands on experience with another senior staff member prior to monitoring ECMO on their own or responding to emergent calls for ECMO

Meet again at the end of the 2-week period to evaluate their comfort level for running a bypass case on their own. Relationship development is critical for all of the above; do they feel comfortable and know who/how to ask for help if they do not know someone's name or where things are?

Consider a 1-month review to address any questions or issues.

Consider a 3-month/90-day review prior to probation status being lifted.

Suggestions for when new hire is able to take call:

- Certified and licensed, where applicable
- Consider 'buddy' call where the new hire is accompanied by a senior member to gain direct experience in a call situation

- Discuss if there are any differences in location, supplies, pharmacy during weekend or non-business hours
- Ensure badge access to all on-call parking, emergency entrances or non-business hour locations
- Discuss comfort level and knowledge base with perfusionist and surgeon

How to evaluating proficiency at end of defined orientation period:

- Perfusionist demonstrates:
  - Knowledge of location of supplies, cannulas
  - Knowledge of location and use of emergency supplies and equipment (e.g., VAD, IABPs, ECMO, femoral cannulas)
  - Knowledge of location/ability to gather necessary medications
  - Ability to chart case, charge supplies as applicable
  - Ability to set up, prime and breakdown pump without error