

**CLINICAL ORIENTATION: “SCAVENGER HUNT” CHECKLIST**
**Employee Name:**
**Instruction:**

1. Locate and identify all items in checklist.
2. Complete all columns with required documentation.
3. Complete checklist in conjunction with “Unit Orientation” Checklist.

Items  Units/Areas →	Date Completed (Discussed and reviewed)				Comments
<b>General Rooms:</b>					
1. Supply room					
2. Utility room					
3. Kitchen					
4. Visitors waiting room					
5. Nurses’ lounge					
6. Staff’s bathroom					
7. Copy room					
8. “Special order” item supply room					
9. “Mail box”					
10. Medication room					
<b>Patient Room:</b>					
1. Bed					
2. Bed control					
3. Call lights					
4. Bathroom					
5. Sink					
6. Electric plugs (red and white)					
7. Light switches					
8. Call light “cancel” buttons					
9. “CODE BLUE” button					
10. TV					
<b>Nurses’ Station:</b>					
1. “CODE BLUE” button					
2. Chart rack					
3. Computer					
4. Phones (used for patient care and patient inquiry only – NOT for personal calls)					
5. Intercom (patient’s call light)					
6. Assignment book/binder					
7. Staff schedule book/binder					
8. “Education” Reference book/binder					
9. “Staff Orientation” book/binder					
10. “Quick Tips” book/binder					
11. Performance Improvement (PI)/Quality Improvement (QI) indicators book/binder/file					
12. Communication boards					
13. Patient name board					

**CLINICAL ORIENTATION: "SCAVENGER HUNT" CHECKLIST**

Items	Date Completed (Discussed and reviewed)				Comments
	Units/Areas →				
14. Patient literature/pamphlet rack/cabinet					
15. Narcotic book/binder					
16. Medication cart					
<b>Nurses' Station: (continued)</b>					
18. List of IV/IVPB medications given in the unit					
19. Stationery					
20. Chart forms					
21. Cardiac monitor (central station)					
<b>Special Carts and Contents:</b>					
1. Crash cart					
2. Isolation cart					
3. Primary /invasive procedure (PA, A-line central)					
4. Latex – free cart					
<b>Trays/Machines:</b>					
1. Blood Glucose machines					
2. Pulse oximetry machine					
3. Digital thermometer					
4. 12- lead EKG machine					
5. PCA (Patient Controlled Analgesia) pump					
6. IV pump					
7. Tube feeding pump					
8. Defibrillators (Biphasic)					
9. Fax machine					
10. Copying machine					
11. Printer					
<b>IV Equipment/Supplies:</b>					
1. IV tray/kit					
2. Primary tubings					
3. Secondary tubings					
4. Saline Lock					
5. Catheters (different sizes)					
<b>Intravenous Solutions: D5W, NS, D51/2 NS, D51/4 NS</b>					
1. 1000 mL bags					
2. 500 mL bags					
3. 250 mL bags					
4. 100 mL bags					
<b>Stock Medication (in medication room and medication cart):</b>					
1. Oral					
2. Subcutaneous					
3. IM					
4. Rectal					
5. Topical					
6. Intradermal					

**CLINICAL ORIENTATION: "SCAVENGER HUNT" CHECKLIST**

Items  Units/Areas →	Date Completed				Comments
<b>Dressings:</b>					
1. Gauze					
2. Transparent occlusive					
3. Transderm/duoderm/tegaderm					
4. Tapes					
<b>Oxygen tank(s) in racks or holders</b>					
<b>Patient Supplies:</b>					
1. Bedside supplies					
2. Electrode pads					
3. Basin					
4. Bedpan					
5. Denture cup					
6. Emesis basin					
7. Graduated container					
8. "Hat measuring container					
9. Soap					
10. Lotion					
11. Toothbrush					
12. Toothpaste					
13. Mouth wash					
14. Oral swabs					
15. Betadine swabs					
16. A/D ointment					
17. Vaseline ointment					
18. Irrigation trays					
19. Irrigation solution					
20. Urimeter set					
21. Foley catheter					
22. Suction catheters					
23. Yankauer tube					
24. Limb/extremity restraints					
25. Vest					
26. Mittens					
27. Oral swabs					
28. Tracheostomy tubes (different sizes)					
29. Pads (bed)					
30. Linens					

 \_\_\_\_\_  
 New Employee Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Preceptor/Resource Signature

 \_\_\_\_\_  
 Date