

New Hire Orientation Guide			
<i>Inside/Outside Adjuncts</i>	<i>AHF Internal Transfer Full/Part Time</i>	<i>Non -AHF Full/Part Time</i>	
		HR Day	
		Clinical Nursing Orientation	Non-Clinical
Complete College Orientation	Complete College Orientation		
Complete Online Orientation	Complete Online Orientation		
Education Requirements	Education Requirements		
Unit Orientation if needed	Unit Orientation if needed		
Course Coordinator meeting	New Faculty Needs Self-Assessment		
	Mentor assignment		
	Course Coordinator meeting		

Name of Employee: _____ Start date _____
 Due Date: _____
 Position: _____

Employee Number: _____

Status upon hire: Adjunct (Inside/Outside AHF)
 AHF Internal Transfer
 Clinical
 Non-Clinical
 Non-AHF
 Clinical
 Non-Clinical

**Division of Nursing
New Faculty Needs Assessment**

This form is designed to provide the **new faculty member**, the **Program Director and Dean of Nursing**, and the **assigned mentor** with insight relative to competency in the specified areas of responsibility. Orientation will be individualized based on the employee’s role and identified needs.

Directions:

1. Complete this form prior to the beginning of teaching/clinical responsibilities.
2. Using the scale below, place the number that identifies your level of competency.
3. Return this form to the assigned mentor.
4. Discuss the self-evaluation with the assigned mentor and develop an education plan as appropriate.
5. Complete again at the end of the first semester of teaching and discuss with the assigned mentor.

1) have not had experience in this area.

2) do not feel confident in this area.

3) need review in this area.

4) feel confident in this area.

NA Not applicable

Function Within the Educational Environment	Initial Self-Assessment	Education Plan Developed by employee, mentor, and nursing leadership	Post Assessment Mentor
Provide job description			
General Responsibilities Nursing focused			
Vision/ Mission/Values			
Aultman College Faculty Handbook			
Aultman College Policies – Catalog			
Rules of Engagement			
Academic Calendar			

Technology		Access Granted/Instruction for each	
ATI Electronic Health Record ExamSoft Halogen Learning Management System (LMS) Kronos Nurse Tim Office: <ul style="list-style-type: none"> • Excel • PowerPoint • Outlook <ul style="list-style-type: none"> · Calendar Use · Email · Out of Office • Word On Base – (Program director only) PolicyTech Student Information System - CAMS T:Drive tK 20 Ya Rooms ZOOM Additional Support technology <ul style="list-style-type: none"> • White Boards • Anatomage Table • Simulation (high – moderate – low fidelity) 			

Facilitate Learning and Learner Development			
Provide Course Coordinator Guidelines			
Classroom Management			
Syllabus template			
Course supplies			
Nursing grading scale			
Student Incivility			
Textbook evaluation			
Clinical/Lab Management			
Clinical supervision of students and adjuncts			
Clinical Agency orientation			
Medicare Pass Through			
Student assignments			
Student Evaluation <ul style="list-style-type: none"> Clinical /Lab Evaluations, including progression expectations Anecdotal notes Conference Forms 			
Facilitation of pre- post conference (Linking theory to clinical setting)			
Referral to Skills Laboratory			
Participate in Curriculum Design and Evaluation of Outcomes/Use Assessment and Evaluation Strategies			
Curriculum Design			
ASN program			
BSN program <ul style="list-style-type: none"> BSN prelicensure BSN Completion 			
Course building			
Federal Definition of a credit Hour			

Curriculum Evaluation			
<ul style="list-style-type: none"> · Core Abilities · Program Outcomes · Student Learning Outcomes (Course) · Testing Guidelines · End of Course Reports · Juried assessments · Curriculum Review 			
Accreditation and Regulation			
<ul style="list-style-type: none"> · ACEN Standards · CCNE Standards · Ohio Board of Nursing Law and Rule related to education · Systematic Evaluation Plans 			
Develop the Educator Role/Engage in Scholarship			
Provide a copy of the Faculty Roles and Responsibilities			
Professional Development			
<ul style="list-style-type: none"> · CNE Requirement · CPR · Portfolio · Annual tracking requirements 			
Function as a Change Agent			
Provide copy of governance by-laws			
Change implementation			
Organizational Chart			
College committee structure			
Division change process			

SPECIAL NEEDS: (Additional training based on assigned role, program director, simulation coordinator, chair of nursing accreditation/quality)

WHAT OVERALL NEEDS DO YOU FEEL HAVE PRIORITY?

Initial Assessment _____

Signature of New Hire _____ Date _____

Signature of Mentor _____ Date _____

Education Plan

Date to be completed by: _____

Re-Assessment _____

Signature of New Hire _____ Date _____

Signature of Mentor _____ Date _____