



Stockton Unified School District  
56 S. Lincoln St.  
Stockton, CA 95203  
(209) 933-7065  
FAX (209) 465-1094

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## **SCHOOL/DEPARTMENT:**

### **Nurses**

#### **ON-BOARDING PROCEDURES**

- Welcome/Introductions to office/department
- Mission/Vision-goals of the school/department
- Keys/Badge
- Tour of school/department (map, restroom, phone directory, working area, supplies, tools, personal belongings storage, etc.)
- Schedule/Job Duties (breaks, lunch, etc.)
- Review site/department Handbook (Emergency plan/drills, Mandatory training, injuries, etc.)
- Communication (website, email, emergency contacts, etc.)
- Give assignments and phone numbers of all staff
- Absences (reporting, entering, etc.)
- Support system/RN List of assignments (who can they ask for clarification, questions, etc.)
- Medical Procedures of school district (diabetes, Narcan, epi, seizures, vision screening, etc.)
- Give tools to be the trainer for non-medical staff
- T.B. Risk Assessments



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- Protocol policy/procedures
  - Equipment
    - Audiometer
    - Vision box
    - First aid bag
    - Narcan
    - Training supplies
    - Scall
    - Standometer
  - Keenan Training
  - Access
    - Synergy
    - CARES
    - SEIS
    - Computer
    - Phone
    - Leader access
  - Sharepoint orientation
    - HS & RNS Channel
  - CCP
  - Important forms
  - IEP Information
  - 504 Information