

# Improving Orientation Compliance by Using On the Job Training Plugin

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**Hospital**

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# Objectives



## Paperless orientation

To improve tracking, monitoring and signing off of orientation activities

To have a permanent record as evidence of orientation completion and compliance – available for external auditors

To promote new staff confidence in performing job activities

WELCOME TO BRAEMAR E-LEARNING, E-APPRAISAL AND E-PORTFOLIO

To access e-appraisal click Performance, and click Quicklinks to access e-portfolio site.

Home / My Learning

Customise this page

Manage dashboards

## WELCOME TO BRAEMAR E-LEARNING

Braemar Hospital is committed to providing you with support for your learning and development to help you achieve your full potential.

ADD A NEW TOPIC...

### Latest News

23 Jan, 2019 13:15 Josleen ITAYI  
Administration of Medicines 2018

## COURSE CATEGORIES



Getting Started at  
Braemar Hospital



Certification for  
clinical staff



Growth and  
development



Refreshing  
knowledge and skills

# On the Job Training Plugin

## NZ Customs Service gives back with Totara plugin

6 April 2016

In conjunction with the NZ Customs Service, we have just released a plugin that supports on-job-training in the [Totara Learning Management System](#).

The plugin adds functionality for defining, tracking and signing off on-job-training. As well as user and manager interfaces, reports are available to provide an organisational view of overall progress.

The plugin has been released under an open source license with the permission of the NZ Customs Service. As an organisation using Totara, they have benefited from the open source contributions made by others to the LMS and recognise the benefits of contributing back. Putting this additional Totara feature into the public domain has generated a lot of interest and we are already getting requests for additional enhancements, which will benefit the original contributor and minimise their ongoing support costs over future upgrades.

The source code is freely available to all from:  
<https://github.com/catalyst/totara-mod-ojt>

<https://www.catalyst.net.nz/news/nz-customs-service-gives-back-totara-plugin>

## Adding OTJ to Course Page

### Set up benchmark activity

To add the benchmark activity to a course page:

1. Login in with Editing Trainer permissions or higher
2. Navigate to the course page
3. Select **Turn editing on**
4. Select **Add an Activity or a Resource**
5. Select **Benchmark** and click **Add**

<https://kineo.zendesk.com/hc/en-us/articles/218893587-On-The-Job-Plugin-Benchmark->



## Welcome to Braemar Hospital!

It's great to have you as part of our fantastic Operating Theatre Team.

The timely and successful completion of the orientation activities is your responsibility, as a new nurse to actively seek out the information required (e.g. Policies & Procedures).

It is the Support person's/Preceptor's responsibility to ensure that you understand and/or can demonstrate the required knowledge/skill before signing them off.



- The orientation process will be completed over a 4-6 week period, as **determined by your previous experience**. A designated preceptor or support person will be assigned to you for the duration of your orientation period.
- During your orientation period, your preceptor will be the first line of call for all practice issues. You will be supernumerary during the first 2 weeks of your orientation and after 3 months an informal review will be completed by your Manager.
- Your Manager will be monitoring your progress throughout the orientation.

**HP** About Braemar Hospital

Welcome to the Operating theatres

Theatre policies and equipment

How was your orientation?

Not available unless:

- The activity **Theatre policies and equipment** is marked complete
- The activity **Welcome to the Operating theatres** is marked complete

Certificate of Achievement

Not available unless: The activity **How was your orientation?** is marked complete

Your progress



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# Example course page

Welcome to the Operating theatres

Theatre policies and equipment

# In God we trust, all others must bring data – Edwards Deming

## Welcome to the Operating theatres - Josleen ITAYI

 Print this OJT

Please tick completed when you are confident and competent of your knowledge, skills and attitudes towards any item below and provide a comment where necessary.

It is the Support person's/Preceptor's responsibility to ensure that you understand and/or can demonstrate the required knowledge/skill before ticking them as completed.

### ▼ Location of resources ✕

	Witnessed
<input type="checkbox"/> Theatre attire, name badge and staff locker	<input type="checkbox"/>
<input type="checkbox"/> Tour of Theatre suites and meet key personnel	<input type="checkbox"/>
<input type="checkbox"/> Roster, shifts and requests	<input type="checkbox"/>

Manager sign-off

### Comments

Add a comment...

Save comment

### Status

Complete	Evaluate
Complete	Evaluate
Incomplete	Evaluate
Incomplete	Evaluate

# Rewards on Achievement

## CERTIFICATE OF ACHIEVEMENT

This is to certify that

*Josleen ITAYI*

has completed the course  
**Cardiac Day Ward Orientation**

October 25, 2018

Credit Hours: 8

### Badges from Braemar e-learning:



PACU Orientation  
Completed



CDW Orientation  
Completed

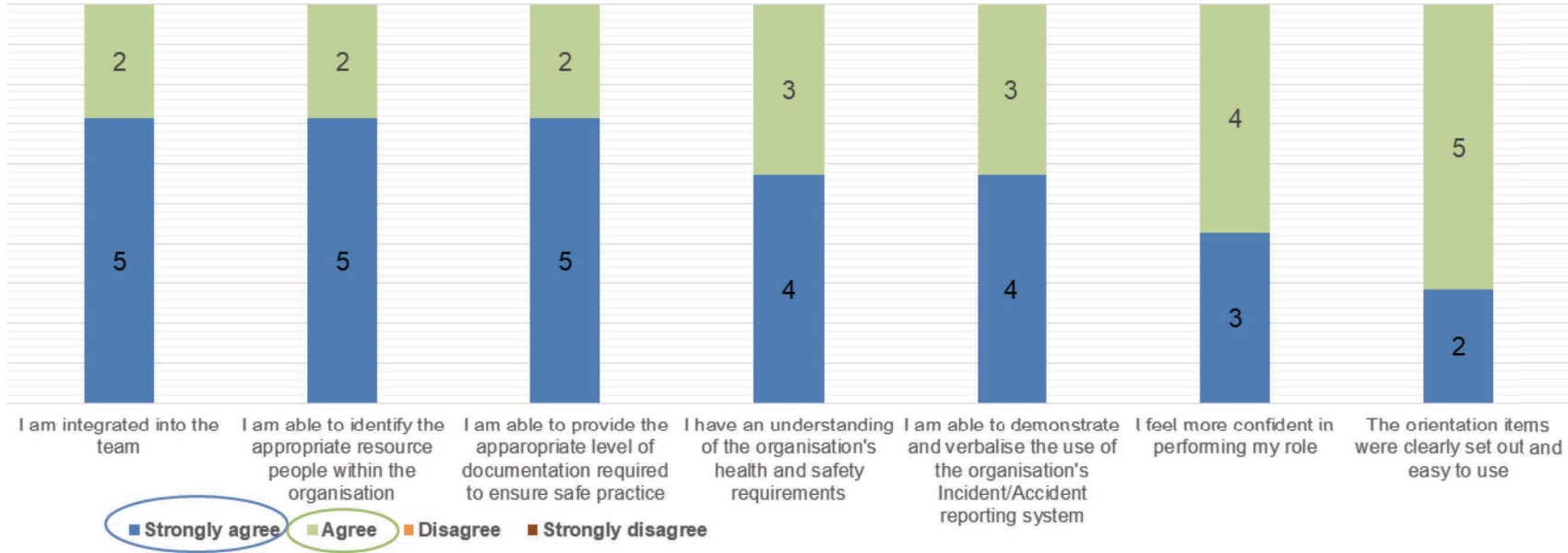


Cannulation Skills  
Verified!



# Evaluation and Review

## How was your orientation?



Thank you

