



## **NYS Intellectual Disabilities & Developmental Disabilities Nurses Association**

### **Orientation Curriculum Outline for Nursing**

**Purpose:** To provide nurses working in the specialty field of ID/DD nursing and under the guidelines of Office for People With Developmental Disabilities (OPWDD) an orientation curriculum checklist. All topics on this list should be provided to new nurses entering the ID/DD field by OPWDD Nursing Orientation and through the nurse training at the specific agency of employment. Nursing Resources are provided at the end of this outline.

#### **Content:**

Regulatory/Legal Compliance  
Coordinator of Care  
Provider of Care  
Supervisory Responsibilities  
Special Nursing Considerations  
Additional ID/DD Nursing Functions  
Nursing Forms/Tools  
Professional Development  
Work Environment  
Professional Resources

#### **Regulatory/Legal Compliance**

1. OPWDD Regulations (634, etc.)/Memorandums
  - a. Medication Administration of Non-Licensed Staff
  - b. Behavior Modifying Medications
  - c. Semi-Annual Medication Review
  - d. Informed Consent/MIPS
  - e. Sexuality Assessment
  - f. Incident Reporting
  - g. RN to Individual Ratio and Frequency of Visits
  - h. Regulations in IRA's vs ICF's
2. OMH Regulations
3. ANA Nursing Code of Ethics per licensure
4. NYS Dept of Education; Office of Professions; Nurse as the independent practitioner (Scope of Practice)
  - a. LPN duties vs RN duties
5. Malpractice Insurance

### **Coordinator of Care**

1. Health Care Systems (Care Coordination of Electronic Databases, hospital records, physician/clinician records)
2. Clinical Team Member
  - a. Communication with team (DSP's, RN's, Care Coordinators, MD's, Counselors, etc)
  - b. Delegation of tasks to unlicensed personnel
  - c. Staff Meetings
3. Information and fact gathering
  - a. Verbal vs Non-verbal
  - b. Behaviors/Redirection
  - c. Level of Functioning
4. Advocate; Human Rights
  - a. Ability to Consent
  - b. Sexuality Consent
  - c. Individual Rights

### **Provider of Care**

1. Caregiving
  - a. Team approach
2. Health & Safety
  - a. Choking/Dining Guidelines
  - b. Fall Prevention/Safe Patient Handling
  - c. Helmet Safety
  - d. Warm/Cold Weather Precautions
  - e. Auditory/Visual Monitoring
  - f. Bed Rails
  - g. Medical/Physical Restraints
  - h. Disaster Preparedness
  - i. Medication Monitoring
3. Assessments/Interventions
  - a. Self-Medication Assessments
  - b. Plan Of Nursing Services
  - c. Nursing Assessment
  - d. TD/EPS Assessment
4. Risk Factors
  - a. Medications
  - b. Age
  - c. Weight
  - d. Activity
  - e. Existing health conditions
  - f. Genetic Predisposition
  - g. Cognitive Ability
5. Management of common problems
  - a. Bowel Issues
  - b. Seizures
  - c. Ambulation Concerns
  - d. Swallowing Concerns
  - e. Behavioral Concerns

- f. Common DD Syndromes/Diagnoses
- 6. Health care monitoring
  - a. Routine Appointments (PCP, vision, audiology, podiatry, etc)
  - b. Routine Bloodwork/Medication Levels
  - c. Medication Management
  - d. Mammograms/Pap Smears/Prostate Exams
  - e. Colonoscopy/Endoscopy
  - f. Emergency Room/Urgent Care Visits

### **Supervisory Responsibilities**

- 1. Supervision of LPNs and DSPs
  - a. Medication Administration/Recertification
  - b. G-Tubes
  - c. Tracheostomies
  - d. Insulin Administration/Diabetic Training
  - e. Bowel intervention programs
  - f. Urinary Catheters
  - g. ADL's
  - h. Positioning/Wound Prevention
  - i. Infection Control Measures
- 2. Staff Evaluation
  - a. Communication with DSP's/LPN's
  - b. Training sheets with Curriculum
  - c. Return demonstrations
  - d. Documentation of the training
  - e. Initial Medication Certification
  - f. Annual Med Recertification/G-Tube Recertification

### **Special Nursing Considerations**

- 1. End-of-Life Care; MOLST
  - a. MOLST Form
  - b. MHLS Checklist
  - c. Notifications
  - d. Health Care Proxy
- 2. Liaison; Community Health
- 3. Justice Center
- 4. Telephone Triage/On Call

### **Additional ID/DD Nursing Functions**

- 1. AMAP Medication Certification
- 2. Quarterly Health Care Tracker
- 3. Liaison with Pharmacies

### **Nursing Forms/Tools**

- 1. PONS – Plan of Nursing Service
- 2. MIPS – Medical Immobilization/Protective Stabilization/Sedation Intervention Outcome Form
- 3. SDMC – Surrogate Decision-making Committee Program; Justice Center
- 4. AIMS – monitoring scale for EPS (Extrapyramidal Symptoms)

5. Braeden Scale for skin assessment
6. Nursing Assessment
7. Six Month Med Reviews

### **Professional Development**

1. Professional Organization Membership; NYSIDDDNA/DDNA
  - d. NYSIDDDNA – Zone Meetings
  - e. DDNA – Chapters
2. Professional Development of Self
  - a. DD Certification
  - b. Other DD Nurses
  - c. Sign Language Basics
  - d. Initial Diabetes Training/Annual Diabetes Update
  - e. OPWDD RN Orientation
  - f. Telephone Triage Training
3. Continuing Education
  - a. State and National DD Nursing Conferences (will your agency pay?)
  - b. Webinars (DDNA)
4. Professional boundaries
  - a. Individuals
  - b. Families/Friends/Natural Supports
  - c. Staff
  - d. Coworkers
  - e. Outside Clinicians
5. Empowerment

### **Work Environment**

1. Building relationships
  - a. Individuals
  - b. DSP's and other Support Staff
  - c. Families/Friends of the Individuals
  - d. Clinical/Nursing Team
  - e. Communication with Entire Team
2. Supporting good health
  - a. Overall Health
  - b. Mental/Emotional Health
  - c. Sexual Health
  - d. Nutritional Health
3. Community Building
  - a. Other DD Nurses
  - b. Other DD Agencies
- c. Physicians/Care Providers

**Professional Resources:****American Nurses Association; Code of Ethics for Nursing.\***

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

\*Under “select one” type “no” and go directly to Code of Ethics read only file.

**Developmental Disabilities Nurses Association**

<http://ddna.org>

**NYS Nurses Association – Scope of Practice**

<http://76.12.69.209/practice/scope/intro.htm>

**NYS Department of Education/Office of Professions**

<http://www.op.nysed.gov/prof/nurse/nurselaw.htm>

**New York State Intellectual/Developmental Disabilities Nurses Association**

<http://nysiddna.org>

**Office for People with Developmental Disabilities**

<http://www.opwdd.ny.gov>

**Office of Health and Mental Hygiene**

<http://www.omh.ny.gov>