



Getting Up To Speed With Your New Facility

A guide to help new DONs prepare for quality systems, admissions, and infections

DON Transition Tips

- ☐ Know which data reports you need, at what frequency, and what to do with them
- ☐ Know your team and who is responsible for what - No process should be without an owner
- ☐ Meet with your Infection Preventionist and understand their workflow
- ☐ Understand or create a system for admission reviews
- ☐ Have a system for daily spot checks on documentation
- ☐ Know what standing orders you have available and which you need to create. Ensure they are being used every time
- ☐ Create an educational calendar for routine in-services
- ☐ Identify hospital contacts and where to go for discharge instructions. Obtain hospital EHR access where possible (see below)
- ☐ Create a positive feedback system for when your staff does something correctly!

EHR Access Tips

- Make contacts with hospital case managers listed on DC instructions. They can get you in touch with hospital medical records
 - Ask for read only access - for EPIC it's typically EpicCareLink
 - Complete necessary paperwork for all users
 - Have a system for EHR lookup
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