

Cardiovascular APP New Grad

Clinic Based Orientation Schedule (16-week)

Week 1 Direct Observation and Training	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A))	Sign-off (Date & Initials or N/A)
Shadow MD Clinic (One or Varied MDs)			
Observe Rooming Process for MD with MA or RN			
Observe MD Complete Workflow, Prep to Seeing Patient to Completing Notes & Orders			
Observe Med Refill Process			
Observe CV DX Order Process			
ATTEND PRACTICE EMR/PM TRAINING, Login Set Up, Required New Hire Practice/System Orientation			
COMPLETE HOSPITAL CREDENTIALING and ATTEND HOSPITAL EMR TRAINING			
Supervisor & APP Comments:			

Week 2 Direct Observation and Training	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Shadow MD Clinic (One or Varied MDs)			
Observe Rooming Process for MD			
Observe MD Complete Workflow			
Observe Med Refill Process			
Observe CV DX Order Process			
Observe CV Procedure Order Process			
ATTEND CODING/BILLING EDUCATION SESSIONS			
TOUCHPOINT with Physician Mentor-Supervisor and Practice Leadership			

Comments:	
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Week 3 Direct Observation and Training	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Observe APP Clinic (One or Same Specialty)			
Review Lab and CV DX Testing Results with APP and RN Team Members			
Observe Phone Triage Process with RNs and MAs			
Shadow all Work performed in CV OP Diagnostic Testing			
Comments:			

Week 4 Direct Observation and Training	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Observe APP Clinic (One or Same Specialty)			
Observe APP/RN Support of Any Specialty Clinics: Pacer, Lipids, Structural Heart, CHF)			
TOUCHPOINT with Physician Mentor-Supervisor and Practice Leadership			
Comments:			

Week 5 Training and Resource	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Perform Independent APP Clinic Visits (4/day)			
Order Prescription Refills Independently as Req			
Order CV DX Testing Independently as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
Comments:			

Week 6 Training and Resource	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Perform Independent APP Clinic Visits (5/day)			
Order Prescription Refills Independently as Req			
Order CV DX Testing Independently as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
CONFIRM HOSPITAL EMR TRAINING			
TOUCHPOINT with Physician Mentor-Supervisor and Practice Leadership			
Comments:			

Week 7 Training and Resource	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Perform Independent APP Clinic Visits (5/day)			
Order Prescription Refills Independently as Req			
Order CV DX Testing Independently as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
SHADOW APP and MD in Hospital for Rounding Duties, ER & CCL (first 2-3 hours per day)			
Comments:			

Week 8 Resource	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Perform Independent APP Clinic Visits (6/day)			
Order Prescription Refills Independently as Req			
Order CV DX Testing Independently as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
TOUCHPOINT with Physician Mentors-Supervisor and Practice Leadership			
TOUCHPOINT BILLING/CODING REVIEW OF WORK PERFORMED WEEKS 5-6-7			
Comments:			

Week 9 Resource	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Perform Independent APP Clinic Visits (6/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
Comments:			

Week 10 Resource	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Perform Independent APP Clinic Visits (7/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
TOUCHPOINT with Physician Mentor-Supervisor and Practice Leadership			
Comments:			

Week 11 Resource	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Perform Independent APP Clinic Visits (8/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			

Comments:	
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Week 12 Resource	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Perform Independent APP Clinic Visits (9/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
TOUCHPOINT with Physician Mentor-Supervisor and Practice Leadership			
Comments:			

Week 13 Resource	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Perform Independent APP Clinic Visits (10/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
TOUCHPOINT Billing and Coding Review of Work Performed Weeks 8-9-10			
Comments:			

Week 14 Resource	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Perform Independent APP Clinic Visits (12/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
TOUCHPOINT with Physician Mentor-Supervisor and Practice Leadership			
Comments:			

Week 15 Resource	Explained <i>(Date & Initials or N/A)</i>	Observed <i>(Date & Initials or N/A)</i>	Sign-off <i>(Date & Initials or N/A)</i>
Perform Independent APP Clinic Visits (12/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
Comments:			

Week 16 Resource	Explained (Date & Initials or N/A)	Observed (Date & Initials or N/A)	Sign-off (Date & Initials or N/A)
Perform Independent APP Clinic Visits (14/day)			
Independently Order Prescriptions and CV DX Testing as Req			
Accept Phone Triage Messages/Assist			
Independent MD Collaboration as Req			
TOUCHPOINT with Physician Mentors and Practice Leadership			
Comments:			

	Practice Leadership Sign-off & Date
Onboarding and Orientation Completion	