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**Memorandum**

**Date:** September 5, 2014

**To:** DDW Agency Directors and Nurses

**From:** Betsy Finley, RN - Clinical Services Bureau Chief 

**Topic:** Agency Nurse Orientation and Training: Update on training information for FY 15

**Orientation for DDW Nursing:** We are pleased to announce an enhancement for the initial Nursing Orientation to the New Mexico DD Waiver. A new, interactive module for Nursing Orientation is now available on line at: <http://cdd.unm.edu/dhpd/programs/NurseOrientation.html>.

This is a self-paced program based on the original Orientation PowerPoint (PPT). It is divided into several modules with graphics and voiceover. This module allows new nurses to complete the basic Orientation program at their own pace. It may be completed in one sitting or over several sessions.

After completing this online module, the new DDW Agency nurse is still directed to contact their Regional Office nurse in a timely manner in order to schedule a time to meet, clarify any issues and to take the final competency exam. New agency nurses must complete both the Orientation module and the face to face visit with the Regional Nurse within 90 days of hire in order to be in compliance with the 2013 DDW Standards.

Nurses may access and print the original Orientation PPT which is still available on the DDS website at <http://archive.nmhealth.org/ddsd/clinicalsvcsbur/documents/NMDOH-DDSD-NursingOrientation-EN.pdf>. This provides a hard copy that may be used as a study guide for notes and reference when viewing the new Nursing Orientation module on the CDD website.

**Health Care Planning Module:** In the past, the Health Care Planning module was presented via webinar with Regional Nurses serving as local proctors for the competency exam. In FY 15, the Health Care Planning module will be presented in person, in the regions by the Regional Office Nurses. It will continue to be a proctored competency exam. This will be offered at least once each quarter. Please contact your Regional Office Nurse for upcoming dates. New agency nurses must complete the Health Care Planning module within 90 days of hire in order to be in compliance with the 2013 DDW Standards.

**Aspiration Risk Management (ARM):** Clinical Services Bureau will continue to provide in person training regarding ARM. This will be provided in each region statewide over the next year. Autumn sessions will be held in Metro on September 29, 2014 and in Taos on October 10, 2014. These sessions are open to any person statewide who needs to attend. Nurses must complete this course within 12 months of hire. Sign up on [www.trainnewmexico.com](http://www.trainnewmexico.com). Future sessions in other regions will be announced once dates and locations are determined.

**Managing Training Due Dates for new Nurses:** CSB has developed and attached a tool that may be used by Nurse Managers to calculate and track the due dates for training for new nurses. This excel sheet may be saved in your system as a master form and created and saved for each new hire. This should assist you in assuring that training is completed in a timely manner

**DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION**

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