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Orientation materials: Impact of Transitioning from Paper to an Electronic Format

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Background
Onboarding of new caregivers incorporates components that support a comprehensive approach. Elements include:
- General ministry orientation
- System resources and programs
- Unit/department references and tools
- Role and specialty specific checklists and competencies

Historically, physical orientation binders have been created and distributed to caregivers. This has been costly, time consuming, and restrictive to real-time communication between orientee, preceptor, Professional Development Practitioner (PDP), and nurse leader.

Methods
Upon hire, the orientee, preceptor, and nurse leader received a private, internal link requiring multi-factor authentication to access materials. The electronic notebook supports monitored progress on the competency checklist on demand.

PDP time savings:
- 6 hrs./yr. to assign electronic notebook vs 24 hrs./yr. to print physical binders

PDP cost savings:
- Professional Development department saved in total $35,802 in supplies and time.

Key Stakeholder Survey (preceptors, orientees, leaders, PDPs):
- Survey to evaluate initial perception and ease of use (n=123)
- Positive responses = 57% (n=54)

Results

Discussion
Transitioning to electronic orientation materials not only provides cost savings for the PD department and allows for greater accessibility of our onboarding materials; but it is also a best practice of nursing orientation for Generation Z learners.

PDP:
- Time and cost savings
  - Approximately $23,976 in saved work hours annually for PD Department
  - Approximately $11,826 in saved physical binder resources annually
- Facilitates PDP coverage when needed
  - Electronic binders can be easily retrieved from a private PDP SharePoint site, so notebooks can be accessed by anyone on PDP team at any time anywhere

Orientee/Preceptor/Nurse Leaders:
Based on a survey sent to electronic orientation material recipients, satisfaction with new electronic notebooks vs physical notebooks was apparent; ‘Ease of Use’ ranked 3.49/5 for the electronic onboarding notebook

Implications for Practice
Electronic orientation notebooks:
- Are secure and collaborative
- Support on demand conversations with stakeholders
- Reduces non-productive time for PDPs
- Resource stewardship
- Streamlined competency management
We are revisiting the evolution of this project this coming summer that will include more cost estimation and annual orientation data.

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