ALVARADO HOSPITAL

Clinical Rotation Instructions for Faculty

Electronic List of Students:
- The school must provide the clinical educator with an **electronic list of student names not later than 10 days prior to the first day of clinicals** so the background check clearance can be accomplished.

Students Orientation Documentation Requirements
- Student Orientation Record:
    - Faculty or school representative completes and signs Student Orientation Record
    - Students sign Student Orientation Record
- Exhibit A: Statement of Responsibility
    - Students read and sign Exhibit A
    - Faculty signs Exhibits A
- Exhibit B: Confidentiality Statement
    - Students read and sign Exhibit B
    - Faculty signs Exhibit B
- Exhibit C: Attestation of Program Participant Pre-assignment Information Verification
    - **Faculty or school representative (NOT students) completes Exhibit C**
- Exhibit D: Non-Hospital Employee Orientation (Clinical Staff) Self-learning Module (SLM)
    - Students read the Non-Hospital Employee Orientation (Clinical Staff) SLM and completes post-test
    - Faculty grades and records post-test score and signs form
- Exhibit E: Nova Glucometer Competency (if applicable)
    - Faculty validates student glucose meter competency
    - Faculty grades and records post-test score and signs form
- Exhibit F: MS4 Clinical Suite Electronic Medical Record Nursing Documentation Training On-line Course (if applicable)
    - Faculty validates that each participant has completed the course by viewing his or her certificate of completion
- **Faculty turns in all orientation documentation by the first day of clinicals to the clinical educator**.
- **Please <u>do not</u> turn in any checklists or tests – <u>only turn in Exhibits A through D and if applicable, E & F.</u>**

Making Student Patient Assignments:
- Assigning patients to students is your responsibility. Please do not expect the nursing unit charge nurses to do this.
- Ideally, students visit the nursing unit the evening prior to the clinical day to select an appropriate patient (s) and to prepare to care for the patient (s) the next day.
- On each clinical day faculty must be on the nursing unit prior to arrival of the students.
- Faculty must be readily available to assist students with medication preparation and administration and to guide the students with other patient care procedures.
- Our nursing staff is willing to assist in the education of the students but this is not their primary responsibility.

MS4 Clinical Suite Electronic Medical Record Nursing Documentation Training On-line Course (if applicable):
- Students who will document in the medical record must complete the *Nursing Documentation Training On-line Course*.
- See the MS4 ClinDoc Tutorial Access Instructions
    - The modules must be completed sequentially and in one sitting in order to print the certificate of completion
    - It takes 1-1/2 to 2 hours to complete the course
    - Faculty records completion on Exhibit F

Network Security Agreement and Application for Students (if applicable):
- Students complete the on-line system access request via hospital website: www.alvaradohospital.com
  - See the Network Security On-line Application Instructions

Pyxis Access Codes (Medications) and Medication Administration:
- Instructors will be issued a time-limited Pyxis access code. Please call pharmacy at 229-3150 and ask to speak with the Pyxis coordinator to set up an appointment for training and access.
- **The code is not to be given to students**.
- The instructor or another licensed nurse enters his/her Pyxis access code. Then the student may perform all other Pyxis functions while under the direct supervision of his/her instructor or another licensed nurse.
- When assisting students at the Pyxis Med Stations, please do not create lines of students at the Stations. Instead, assist only one student at a time at the Station then let the staff nurses use the Station while monitoring the delivery of the medications to the patient. Our goal is to insure timely administration of medications to all patients.

Pyxis Access Codes (Supplies):
- Contact the Pyxis Supply Coordinator at 619-229-3075.
- The coordinator will set up temporary users with access privileges.
- Ask the coordinator to provide an in-service on how to use the system.
- Complete the tutorial.

Glucometer:
Instructors will be validated for Stat Strip Nova glucometer use. Instructors and students must view online course: http://www.brainshark.com/novabio/statstrip?tx=salesdemo_statstrip (at the prompt enter "none" for employee ID) pass the test and print off certificate of completion. Competency Checklist and Test (Exhibit "E") along with completion certificate must be validated by a charge nurse for instructors. Instructors may then validate students.
- Arrangements must be made prior to the first clinical rotation date. Competency must be revalidated annually.
- The students may use the instructor's barcode to access the glucometer and perform patient tests while under the instructor's or staff nurse's direct supervision

Hand-off Communication:
- At the completion of clinical shifts students are to complete the *Student Shift Hand-Off Communication Report* and provide an oral hand-off communication report to the patient's primary nurse.

Cell Phone/Similar Device Use:
- Personal cell phones are not to be carried and used during working hours.
- Personal cell phones are to be kept in lockers or other designated areas.
- Personal cell phones may be used while off-duty, on rest breaks or meal periods, and/or in employee lounges, cafeteria or other non-work areas.
- Use of cell phone or similar devices is prohibited on the Custody Unit.

Room Reservations/Audiovisual Reservations:
- Rooms: Call 619-229-3303
- Audiovisual: Call Housekeeping at 619-229-5124

Parking:
- Faculty and students may park in the hospital's parking garage on either the 2nd or 3rd levels. Parking tickets must be validated so as not to incur a $20 charge. Validation is available on the first floor through PBX or lobby registration desk.
- Please do NOT park on the 1st level of the parking garage or in the medical office building lots across the street from the hospital. You will be issued a citation.

Contact:
Anne Graheck, RN
Phone: 619-229-3364/ Fax: 619-229-7020
E-mail: AGraheck@primehealthcare.com

Clinical Rot

Acknowledgement:
I understand the instructions provided and agree to abide by them
Printed Faculty Name   **Signature**   **Date**

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