ALVARADO HOSPITAL

Preceptorship 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 Exhibits B
    - Faculty signs Exhibits 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: AccuChek Glucose Meter Competency (if applicable)
    - Faculty validates student AccuChek 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>**

Course Objectives:
- Faculty provides each preceptor with the course objectives and any documents the school needs completed.

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.
    - See the Network Security On-line Application Instructions

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.

Parking:
- Due to limited parking, students are not to park on the hospital campus nor in the adjacent medical office building parking lots.
- It is recommended that students use the trolley. There is parking at the 70th Street Trolley Station. Take the westbound trolley to the Alvarado Hospital station, which is located across the street from the hospital.
- Faculty may park in the hospital's parking garage on either the 2nd or 3rd levels.

Contact:
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Acknowledgement:
I understand the instructions provided and agree to abide by them.

Printed Faculty Name	**Signature**	**Date**
_____	_____	_____