





## FACULTY ORIENTATION RECORD

Topic Covered (Instructor Initials)	Content	Where to find:
	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Faculty/Student Requirements</li> <li>• Tubing misconnections</li> <li>• Bar Code Medication Administration (BCMA) – Inpatient</li> <li>• Medication Administration Record (MAR) – Ambulatory</li> <li>• Bloodborne Pathogens Guideline</li> <li>• Emergency Codes Poster</li> <li>• Regional Safety Guidelines</li> <li>• Student Dress Code</li> <li>• TeamSTEPPS Pocket Guide</li> </ul>	Available on consortium website
	<p><b>Equipment</b> - review to include blood glucose meter, IV pumps, and other equipment specific to the unit of the clinical rotation. Students to use Clinical Instructor's NUID to access blood glucose meters</p>	CNS/E or designee to orient instructor before arrival of students
	<p><b>Unit Tour</b> - to include the area specific for the rotation and to specifically include:</p> <ul style="list-style-type: none"> <li>• Environment of Care Flipchart</li> <li>• All safety information pertinent to the clinical area</li> <li>• The communication system on the unit</li> <li>• CODE equipment and its location</li> <li>• Chain of Command</li> <li>• Patient population served</li> <li>• All pertinent procedures associated with medication administration</li> <li>• Location and use of all safe patient handling equipment, personal protective equipment (PPE) and supplies</li> <li>• Patient Rights and Responsibilities</li> </ul>	CNS/E or designee to orient instructor before arrival of students
	<p><b>Parking:</b></p> <ul style="list-style-type: none"> <li>• <b>SDMC:</b> Restricted to the <b>6<sup>th</sup> and 7<sup>th</sup> floors</b> of the parking structure</li> <li>• <b>Zion:</b> Restricted to <b>parking structure</b> behind the hospital, along the <b>outer perimeter of the top floor</b></li> <li>• <b>No permit or tag is required</b></li> </ul>	FYI
	<p><b>Food</b> can be stored in designated areas on the unit, and cafeteria employee prices are honored with the KP student name badge. <b>Absolutely no food or drink at the nursing stations</b></p>	FYI
	<p><b>Valuables</b> should be left home or secured in your vehicle as lockers are not available</p>	FYI