

Discussion Guide for Unit Leaders and Nursing Faculty

Logistics

- Exchange contact information.
- Identify who will be the primary contact person for issues on the unit. This may be the clinical director, clinical manager, lead preceptor, or charge nurse.
- Confirm the dates and times the students will be on the unit.
 - **Pre-clinical prep:** Will pre-clinical prep occur the day before the clinical or day of? What are the times? Are there parameters regarding students and computer use for pre-clinical prep?
 - **Assignments:** Faculty should consult with the charge nurse in making and posting student assignments. What is the student to patient ratio?
- Faculty access
 - **AcuDose:** Faculty will need AcuDose access if students are administering medications. If access is needed, it should be requested on the roster.
 - **Temporary HealthEast badge access cards:** If a temporary HealthEast badge access card is needed due to security on the unit, contact Laura Toomey at (651)232-3438 or clinicalaffiliations@healtheast.org.

Expectations

- Students
 - Where are they in their program? What is their primary focus for the clinical?
 - Clarify expectations regarding skills and cares:
 - Medication administration
 - Nursing assessment
 - Nursing cares
 - Hourly rounding
 - Documentation
 - Communication with the patient's assigned nurse
- Nursing faculty
 - Discuss expectations regarding observation or supervision of nursing care.
 - All student documentation needs to be reviewed and co-signed by faculty.
- Staff nurses
 - What does the school or faculty expect from the staff nurses? Come to an agreement on this.
 - How will this be communicated to the staff nurses?

Orientation

- Faculty that is new to the unit or hasn't been on the unit within the last year is expected to complete a unit based orientation with the clinical director, clinical manager, lead preceptor, or designee which includes the environment, resources, supplies, and patient populations served. Unit based orientation is to include shadowing a staff nurse for a minimum of 8 hours.