

Nursing Faculty Guide to HealthEast

HealthEast Student Orientation

Students and faculty will receive instructions from their school on how to access HealthEast student orientation. Students and faculty may not be at a clinical site until they have completed the online orientation. Please complete the orientation at least four business days before the start date of your clinical experience. Without this time allowance, we cannot ensure that you will have Epic access in time for your clinical experience.

Parking

Bethesda Hospital: Parking is available in the Park Street Parking Ramp on 530 Park Street. Students do not receive free parking. Sign in at the information desk to validate your parking. The fee is \$4.00 per day. The ramp is fully-automated 24 hours a day. You can pay with cash or credit card and exact change is not required.

St. John's Hospital: Parking is available in the lot on the north side of the hospital. Please do not park in front of the hospital. There is no fee for parking and a shuttle service is provided.

St. Joseph's Hospital: Parking is available in the St. Joseph's Ramp on 10th Street next to the 45 W 10th Street entrance. The first three levels are reserved for visitors only. Please park on level four or above. Students do not receive free parking. Sign in at the information desk to validate your parking. The fee is \$4.00 per day. The ramp is fully-automated 24 hours a day. You can pay with cash or credit card and exact change is not required. Students can also purchase discounted parking bundles, which offer an additional discount, from the Cashier's Office.

Woodwinds Health Campus: Parking is available on the south side of the hospital. Please park in the areas where the lines are painted yellow. The areas where the lines are painted white are reserved for visitors. Please do not park in the ramp. There is no fee for parking.

ID Badges

Students and faculty must wear a school photo ID badge at all times during their rotation. Badges must be worn in a visible manner above the waist.

Temporary HealthEast badge access cards may be needed by faculty, on a case by case basis, due to security on the unit where the clinical experience is scheduled. Please contact Laura Toomey at (651)232-3438 or clinicalaffiliations@healtheast.org if a temporary HealthEast badge access card is needed.

Dress Code

A student uniform is preferred. An appropriate alternative is business casual (no shorts or sandals) with a lab coat.

Documentation

Students should only be charting and looking up patient information using their own login information. It's important that students only access charts of patients they will be caring for. Students are not to print out any portion of the chart or make copies of the chart. All student documentation is a part of the patient's permanent medical record, so its accuracy must be confirmed and co-signed by faculty or a HealthEast RN.

Medication Administration

Faculty will need AcuDose (automated dispensing cabinet) access if students are administering medications. If access is needed, it should be requested on the roster. Students do not receive access to the AcuDose. All of our hospital sites use barcode scanning and an electronic MAR. Students have read-only access to the MAR. Either a HealthEast RN (as in the case of preceptorships) or faculty will need to be with the student while passing medications, including all oral and IV medications. Please review HealthEast's Medication Use Process policy. All HealthEast policies are available online on the Infonet. (Infonet>Employee Tools>All Policies & Procedures).

Pre-clinical Prep

There is no pre-clinical prep during shift change (0630 to 0830; 1430-1630; 2230-0030). Children are not allowed to be brought to pre-clinical prep. Follow the unit policy regarding where to leave belongings.

Student Assignments

Faculty should consult with the charge nurse in making and posting student assignments the evening before the clinical for a day clinical or the morning of the clinical for an evening clinical. Ask the charge nurse where student assignments should be posted as they will need to be posted in a location where the charge nurse has access to them. The expectation is that the faculty's complete contact information is on the document.

Clinical Activities

The nurse retains accountability for all care delivered to the patient by the student. The student's care of the patient has been delegated to them by the patient's nurse. Student communication with the assigned patient's nurse is a priority. At a minimum, the student must contact the nurse at the beginning and end of their time on the unit. Please remind students to keep in close contact with the nurse.

Expectations of Faculty/Students in Patient Care Delivery

1. 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.
2. Faculty is expected to connect with the clinical director or clinical manager a minimum of two weeks prior to the start of the clinical to discuss logistics and expectations. Faculty that is new to the unit should schedule a meeting with the director or manager. Returning faculty that has had clinical groups on the unit in the previous year still need to connect with the manager or director, but may do so by phone or

email. Please refer to the Discussion Guide for Unit Leaders and Nursing Faculty for additional information.

3. Faculty is responsible for ensuring that students have completed their orientation by collecting the students' certificate of completion. The certificate of completion should be placed in the students' centralized nursing student file (along with their background checks, etc.) and will be made available to HealthEast upon request.
4. Assignment and learning goals are defined and communicated to staff by the beginning of the shift when students are on the unit.
5. Medication administration is supervised by a licensed nurse, preferably the instructor or may be the HealthEast RN assigned to the patient. Please communicate with the staff as to expectations related to the students' ability or expectations in administering medications.
6. Students are incorporated into the care delivery team; primary supervision by faculty; patient care delegated to the student by the HealthEast RN assigned to the patient. Students need to minimally connect with the nurse at the beginning and end of their shift.