CHD Nursing Instructors

1. **Nursing Undergraduate Intranet Website** – Nursing instructor and student forms and information can be found at this website. Instructors/students are responsible for reviewing the orientation information including the nursing instructor/student handbook, computer training dates and verification information, supervision and co-signature policy, parking, etc. each semester:
   [http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/](http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/).

   - *Exception:* instructors who are staff members who have already completed the modules
   - *Safety Training 2015*
   - *Compliance: Compliance, Ethics, and the Code of Business Conduct 2015*
   - *Student/Instructor Handbook (Froedtert & CMH) – complete each semester*
   - *RN Student Online Computer Training Module (new instructors who have not previously attended training. Must be completed prior to attending RN Epic Inpatient Computer Documentation Training Class)*
   - *Exception:* Froedtert Health staff members

3. **Learning Management System** – New Instructors will be enrolled in the staff learning center to complete the following learning modules prior to classroom orientation).
   - Link: [https://froedtert.pathlore.net/stc/fmlh/pcciis.dll?linkid=594453&mainmenu=FMLH&top_frame=1](https://froedtert.pathlore.net/stc/fmlh/pcciis.dll?linkid=594453&mainmenu=FMLH&top_frame=1): Exception: instructors who are staff members who have already completed the modules
   - PCS: Med Select Medication Dispenser – Online
   - EQUIPMENT: Kangaroo Tube Feeding Pump In-Service – Online
   - COMPLIANCE: Compliance with New Medication Identification, Education & Documentation
   - PCS: Zoll R Series PLUS Defibrillator Module – Online *(SJH only)*
   - EQUIPMENT: Hospira Plum A+ Infusion System with MedNet – Online

4. **Hospital Parking**:
   - Community Memorial
     - Please park in Parking Lot J (see nursing website for maps and directions)
   - St. Joe’s
     - Please part in the front parking lot of the building

5. **New Nursing Instructors**: see “New and Ongoing Clinical Nursing Instructor Orientation” handout for specific information related to orientation requirements.

6. **Course Curriculum/Objectives**: maintain current copy on file at Froedtert for each clinical. Send update whenever curriculum/course changes or there are revisions or a new clinical is
added. This is the responsibility of the course coordinator/instructor.

7. **Communication to Director of Nursing/Nurse Manager/Unit Educator/Staff:**
   - Provide contact information – home/cell phone, pager, and email
   - Provide dates and times students will be on unit including prep times
   - Complete unit template or provide complete information on what students can/cannot do
   - Meet Director, Manager, Unit Educator
   - Meet with Unit Educator and/or Nurse Manager at least weekly to discuss issues/concerns
   - **Precepted Instructors/Coordinators - see “Precepted Student Guidelines”**

8. **Evaluations** - all instructors/coordinators and students should complete an evaluation of the clinical experience at the end of the semester or clinical.

9. **Valuables/Personal Belongings:**
   - **CMH**
     - Students should store their personal belongings in the lockers in the Third Floor South Conference Room. The staff areas on the unit should not be utilized for personal belongings.
     - Personal lunches may be stored in the staff refrigerator on the unit.
     - We encourage students to divide up their meals and breaks rather than going as a group.
     - Breaks and lunches should take place off the unit.
   - **SJH**
     - Please consult with each unit to find the appropriate place to store your belongings

10. **Equipment/Conference Rooms:**
    - **CMH**
      - You can call 262.257.3004 to schedule rooms
    - **SJH**
      - You able to meet on the unit in one of the conference rooms
    - **Equipment** – If you are in need of any equipment for demonstration please contact Amy Tyznik at 262-257-3241 or at amy.tyznik@froedtert.com

11. **Observational Experiences:** contact Amy Tyznik for any observational experiences the students will be participating in. Communicate to the observational area: expectations/objectives, what students can/cannot do, and schedule of who is coming day/time.

12. **Visitors to the OR** – contact Amy Tyznik for request form prior to sending any students to the OR

13. **Student Projects:**
    - Coordinate any clinical student projects with the Unit Educator/Manager prior to initiating the project.
    - The results of the project should be presented to the Unit Educator/Manager prior to presenting the information to the staff.
14. **Smoking:**
- All Froedtert campus facilities prohibit smoking on any hospital-owned, leased or controlled building or property. This includes prohibiting smoking in hospital-owned or leased vehicles and owned or leased personal vehicles operating or parked on hospital property. It also
- Smoking is prohibited on sidewalks, streets, parking lots, all entrances and exits and all outdoor areas.
- Failure to comply with the smoke-free policy may result in corrective action. The policy applies to everyone on the campus - patients, families, visitors, staff, physicians, students, volunteers, vendors, contracted workers and others.

15. **Student Identification** - all students must wear school ID badge at all times when on Froedtert campus unless provided with a Froedtert ID badge, then Froedtert badge must be worn.

16. **Clinical Group:** only 8 students on a unit in a clinical group. If your clinical group consists of 9 students, you must rotate one of the students off of the unit each clinical day.

   For any questions or concerns contact Amy Tyznik, Education Coordinator, Educational Services, at 262-257-3240 or amy.tyznik@froedtert.com.