Information for Froedtert Hospital 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 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 2016*
   - *Compliance 2016*
   - *Information Technology Security Expectations*
   - Handbook for Nursing Instructors/Students & Handbook for Instructors/Students
   - RN Student Epic Online Training (new instructors who have not previously attended training. Must complete all 6 online modules prior to attending RN Student Epic 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/pcissi.dll?linkid=594453&mainmenu=FMLH&top_frame=1](https://froedtert.pathlore.net/stc/fmlh/pcissi.dll?linkid=594453&mainmenu=FMLH&top_frame=1)
   
   **Exception**: instructors who are staff members who have already completed the modules
   
   - Equipment: Kangaroo Tube Feeding Pump - Online
   - PCS: Alaris Pump Module - Online
   - PCS: Zoll R Series PLUS Defibrillator Module - Online

4. **Froedtert Hospital Parking**:
   - Instructors may park in the Parking Area 3 structure for free. Instructors receive free parking by getting parking ticket validated in the area/department you are working in before leaving.
   - See student parking handout “Student Parking at Froedtert” handout for student parking information. Students are not to park in the parking structures and are not eligible for parking validation. Student parking is available on Wisconsin Avenue and side streets only. This includes parking for clinical, prep and computer training. Carpooling is recommended. Children’s Hospital is not available for student parking.

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, and both weeks of staff
   - 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**: there are no lockers or areas for student belongings on the units. For security reasons, please do not leave personal belongings, etc. on the unit.
10. **Glucometer Blood Glucose Meters:**
   - Instructors obtain a Froedtert ID badge from the Security Department (cost is $5.00 - refundable when the badge is returned) during instructor orientation to use for the Glucometer. If you are a Froedtert staff member you may use your current ID badge. For a training meter to review with your students contact Jane Hendricks. Do not use the meters on the unit.
   - Each instructor will scan for their students as the operator when they are performing a bedside blood glucose test.
   - Glucometer QC Test - level 1 (low) and level 3 (high) must be done by each instructor every 6 months (within the first 2 weeks of the clinical).
   - Annual Glucometer competency must be completed by all instructors whose students use the meter.

11. **Equipment/Conference Rooms:**
   - Check with the Unit Educator for the availability of a conference room on the unit.
   - The Cancer Center Mezzanine (located on the 1st floor of the Cancer Center) is available along with other areas within the Cancer Center that have tables and chairs, but they will not be available for reservations. Due to the limited rooms and the great increase in requests and needs within all of the departments, we will not be able to reserve rooms for orientation or post conferences.
   - [Equipment website](http://intranet.fchhome.com/Froedtert/Areas/StaffDevelopment/Equipment+Updates/) – information about equipment and equipment updates. Located on the Staff Development homepage.

12. **Observational Experiences:** contact Jane Hendricks 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.

13. **Visitors to the OR** – contact Jane Hendricks for request form prior to sending any students to the OR

14. **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.

15. **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 Jane Hendricks, Education Coordinator, Educational Services, at 414-805-5392 or Jane.Hendricks@froedtert.com.