## New Instructors

### To Do

#### Verification:
- All clinical group nursing instructors who have students at Froedtert & the Medical College of Wisconsin including Froedtert Hospital, Community Memorial Hospital, and St. Joseph’s Hospital West Bend must enroll in the verification system each semester.
  - *Exception:* Froedtert Health staff who are nursing instructors.
- Verification Link: [http://fmlh-education.com/son](http://fmlh-education.com/son). Enter your school email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign a confidentiality agreement.
- **If you do not receive an email back from the system** - check your junk/spam email.
- See Verification Tip Sheet for questions/problems with verification (located on website).
- Verification: school coordinator verifies instructors when the requirements are met.

#### Learning Center Extension (Student Learning Center):
- Receive an email from the Froedtert Learning Center within 48 hours after verification by the school.
- Online Training Modules: complete all online modules prior to attending new instructor orientation:
  - *Safety Training 2016* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016*
  - *Information Technology Security Expectations*
  - Handbook for Nursing Instructors/Students & Handbook for Instructors/Students
  - RN Student Epic Online Training - Must complete all 6 online modules prior to attending RN Student Epic Class.
    - *Exception:* Froedtert Health staff members

#### Froedtert Learning Management System (Staff Learning Center)
- Receive email with username and password
- Link: [https://froedtert.pathlore.net/stc/fh/psciis.dll?linkid=982876&mainmenu=FH&top_frame=1](https://froedtert.pathlore.net/stc/fh/psciis.dll?linkid=982876&mainmenu=FH&top_frame=1)
- Online Training Modules: complete all online modules prior to attending new instructor orientation:
  - EQUIPMENT: Kangaroo Tube Feeding Pump In-Service - Online
  - PCS: Alaris Pump Module - Online (Froedtert only)
  - PCS: Zoll R Series PLUS Defibrillator Module - Online (Froedtert only)
  - EQUIPMENT: Hospira Plum A+ Infusion System with MedNet - Online (CMH/SJH)
Computer Training/Access - RN Student Epic Class:
- All instructors are required to attend the 2 hour RN Student Epic class prior to starting clinical.
- Registration is required for the RN Student Epic Class.
- To enroll in a class follow the directions on the home page of the Learning Center Extension.
- Computer documentation dates/times/locations are subject to change.
- Computer classes may be cancelled due to low enrollment. Instructors will be notified if a class will be cancelled.
- Instructors who attend the RN Student Epic class will receive network/epic login/access information at the end of class.
- Instructor access is set up on an electronic student spreadsheet.
- Froedtert Health staff members: your student access is separate from your employee access.

Returning Instructors

Verification:
- Enroll in the Student Verification system (this is required every semester to continue computer access), be validated, and receive an email from the Learning Center Extension. This must be completed prior to the first clinical day.
- Online Training Modules: complete the following online modules prior to the start of clinical:
  - *Safety Training 2016 (appropriate sections to be completed for each clinical area)
  - *Compliance 2016 (Privacy Expectations)
  - *Information Technology Security Expectations
  - Handbook for Nursing Instructors/Students & Handbook for Instructors/Students

*Exception: Froedtert Health Staff Members
- Call the Froedtert Help Desk 414-805-2101 to obtain network log in/password and Epic log in/password on the first day of clinical.
- Instructor access is set up on an electronic student spreadsheet
- Froedtert Health staff members: your student access is separate from your employee access.

General information

Parking:
Froedtert hospital: Student parking is available on Wisconsin Avenue and side streets only. This includes parking for clinical, prep and computer training. Student parking will not be validated. Carpooling is recommended. Children’s Hospital is not available for student parking. See Parking handout on Froedtert website: http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/

Community Memorial Hospital: http://intranet.froedtert.com/?id=16907&sid=2
St. Joseph’s West Bend: http://intranet.froedtert.com/?id=16907&sid=2

Forms: and information available on the Professional Education: Undergraduate Nursing website: http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/.

Questions:
- Student Hotline: 414-805-8000
- Contact your instructor, preceptor or Hospital Education Coordinator:
  - Froedtert & Medical College of Wisconsin Students: Jane Hendricks, Jane.Hendricks@froedtert.com, 414-805-5392
  - Community Memorial, St. Joseph’s WB, and CP Clinic Students: Amy Tyznik, Amy.Tyznik@froedtert.com, 262-257-3241
- Do not call the Froedtert Help Desk for questions.