New instructor orientation consists of: classroom orientation, Student RN Epic Computer Class (including online learning modules), and at least 8 hours of clinical orientation on the unit (on the shift the instructor will have students). Orientation must be completed prior to start of clinical.

**Classroom Orientation**
- **Complete Online Modules:** prior to attending new instructor orientation:
  - Modules via the Froedtert Learning Management System (A separate email will be sent with username and password). [Link](https://froedtert.pathlore.net/stc/fh/psciis.dll?linkid=982876&mainmenu=FH&top_frame=1).
  - EQUIPMENT: Kangaroo Tube Feeding Pump In-Service - Online
  - PCS: Alaris Pump Module - Online
  - PCS: Zoll R Series PLUS Defibrillator Module - Online
  - Modules via the Student Learning Center Extension (Instructor will be sent an email after validation by the school). [Link](https://www.fmlh-education.com/ext/).
- *COMPLIANCE 2016*
- *Information Technology Security Expectations*
- *Safety Training 2017 (appropriate sections to be completed for each clinical area)*
- 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.
- *Exceptions:* Froedtert Health staff members
- Complete Instructor contact information
- Obtain ID Badge for Glucometer and Med Select (cost is $5.00)

**Computer Training**
- Instructors are required to attend 2 hour RN Student Epic Computer Class (includes review of student documentation and cosignature requirements). [Online computer modules must be completed prior to class](see above).
- For specific information on the classes see the Computer Training Information found on the website: [http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/](http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/).

**Clinical Orientation**
At least 8 hours on the unit (on the shift the instructor will have students) with a preceptor taking patients.
- **Educator responsibilities:**
  - Unit Introductions - Director, Manager, Nurse Educator, unit staff
  - Unit routine/report - days/pms/nights
  - Patient assignments including patients not to take
  - Who to contact off hours
  - Tour of unit/scavenger hunt (supply rooms, nurse servers, clipboards, etc.)
  - Equipment - beds, pumps, SCDs, gait belts/transfer equipment, etc.
  - Review Unit
  - Population Specific documentation
  - Other students on the floor

**Nursing Instructor Responsibilities**
- Contact information - provide home/cell phone, pager, and email. Notify unit staff and Education Coordinator of any changes.
- Provide dates and times students will be on unit including prep times
• Provide template or complete information on what students can/cannot do
• Introduce self and students to Director, Manager, Nurse Educator, and both weeks of staff
• Meet with Nurse Educator and/or Manager - at least weekly to discuss issues/concerns
• Complete Evaluation of clinical experience - at the end of the semester/clinical experience. Students should complete also.
• Complete unit specific education

Precepted Nursing Instructor/Coordinator Orientation & Ongoing Orientation (Clinical Instructor & Precepted Nursing Instructor/Coordinator)
• Verification System - All instructors are required to enroll every semester. Refer to handout on website.
• Preceptor Packet (precepted students only) - provide to student and Director/Nurse Manager/Nurse Educator
• Evaluation of clinical experience - complete and have students complete at the end of the semester/clinical experience. An email will be sent with the evaluation link.
• Complete the online modules (see above) and any other mandatory education based on the hospital’s strategic priorities.
• Glucometer - (non-precepted instructors) complete annual blood glucose meter competency and Glucometer QC test level 1 (low) and level 3 (high) every 6 months.
• Computer training (non-precepted instructors):
  o For specific information on computer classes and online modules see the Computer Training Information found on the website: [http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/](http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/)
  o Updates/changes are communicated via email
• Inservices - instructors/students are invited to all unless otherwise indicated on the flyer.

11/16