Information for Nursing Clinical Instructors

1. **Nursing Undergraduate Website**
   Nursing students and instructors are responsible for reviewing the forms and information located on the [Nursing Undergraduate Website](#) each semester.

2. **Communication to Leadership & Staff**
   - Provide instructor contact information - home/cell phone and email
   - Provide dates and times students will be on the unit, including prep times
   - Complete a student assignment sheet (example in handbook) and provide complete information on what tasks students can/cannot do
   - Meet Director, Manager, and Unit Nurse Educator/Professional Development Coordinator
   - Meet with Unit Nurse Educator/Professional Development Coordinator and/or Nurse Manager at least weekly to discuss issues/concerns
   - Precepted Instructors/Coordinators - see “Precepted Student Guidelines”

3. **Course Curriculum/Objectives**
   Provide a copy of the clinical objectives to the department nurse educator/professional development coordinator.

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

5. **Parking Information**
   - See Parking Information on [Nursing Undergraduate Website](#).
   - Froedtert Hospital - nursing instructor parking will be assigned by the Parking Office. Go to the Parking Office at least one week prior to the start of your clinical after you have obtained your ID Badge (located in the Parking Area 3 Structure, Level A by the staff exit, open Monday through Friday from 7:30am-4:30pm).

6. **Valuables/Personal Belongings**
   - There is no storage space for student belongings in the departments. For safety and security reasons, bring only materials essential for the clinical experience. Do not bring purses or backpacks.
   - Froedtert Menomonee Falls Hospital & Froedtert West Bend Hospital –
     - Lunches may be stored in the staff refrigerator in the department.
     - Students are encouraged to divide their meals and breaks rather than going as a group.
     - Breaks and lunches should take place off the unit.

7. **Conference Rooms**
   - Froedtert Hospital- 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.
   - Froedtert Menomonee Falls Hospital & Froedtert West Bend Hospital- email request to undergradstudents@froedtert.com

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8. Equipment
   - Froedtert Hospital - information about equipment resources/updates can be found on the Froedtert intranet Organizational Learning Scout page - Equipment Resources.
   - Froedtert Menomonee Falls Hospital & Froedtert West Bend Hospital - If you are in need of any equipment for demonstration please email undergradstudents@froedtert.com.

9. Glucometer Blood Glucose Meters (Froedtert Hospital Instructors)
   - Instructors obtain a Froedtert ID badge from the Security Department (cost is $5.00) 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 in Organizational Learning. 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.

10. Off Unit Observational Experiences
    - Contact receiving department leadership/educator prior to sending any students for off unit observational experiences (for example with a patient to the operating room).
    - Communicate to the observational area: expectations/objectives, what students can/cannot do, and the date and time of the observation.
    - Email undergradstudents@froedtert.com or discuss with the host clinical site leadership/educator possible off unit observational experiences.

11. Student Projects
    Coordinate any clinical student projects with the Unit Nurse Educator/Manager prior to initiating the project. The results of the project should be presented to the Unit Nurse Educator/Manager prior to presenting the information to the staff.

12. Identification
    - All students and instructors 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.
    - Students who have a clinical at Froedtert Hospital must wear Froedtert ID badge.
    - Instructor and student ID badges must be returned to Security at the end of the clinical experience(s).

13. 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.

14. In-services
    Instructors/students are invited to all unless otherwise indicated on the flyer.

15. Elsevier Clinical Skills
    - Consult Froedtert policies in Medorxx prior to implementing any practice from Elsevier Clinical Skills. Froedtert policies supersede information found in Elsevier Clinical skills.
    - Froedtert Hospital- Visit the Professional Practice Council Scout page (Home/Clinical Reference/Shared Governance/Practice Council) for more information.