

## **Information for Clinical Nursing Instructors**

1. **Nursing Undergraduate Website** – Nursing instructor and student forms and information are located on this website - [Nursing Undergraduate Website](#). Instructors/students are responsible for reviewing the information on this website each semester.
2. **Communication to 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/Professional Development Coordinator, and both weeks of staff
  - Meet with Unit 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** – maintain current copy on file with the Hospital Education Coordinator 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.
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 Student/Instructor information on website
6. **Valuables/Personal Belongings**
  - [Froedtert Hospital](#) – 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.
  - [Froedtert Menomonee Falls Hospital](#) – 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 their meals and breaks rather than going as a group.
    - Breaks and lunches should take place off the unit.
  - [Froedtert West Bend Hospital](#) – consult with each unit to find the appropriate place to store your belongings
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 1<sup>st</sup> 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](#) – email request to [nursingstudents@froedtert.com](mailto:nursingstudents@froedtert.com)
  - [Froedtert West Bend Hospital](#) – the unit conference rooms are available for meetings
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 [nursingstudents@froedtert.com](mailto:nursingstudents@froedtert.com).

**9. Glucometer Blood Glucose Meters (Froedtert Hospital Instructors)**

- 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 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. **Observational Experiences/OR** – email [nursingstudents@froedtert.com](mailto:nursingstudents@froedtert.com) for observational experiences prior to sending any students to the OR. Communicate to the observational area: expectations/objectives, what students can/cannot do, and schedule of who is coming day/time.

11. **Student Projects** - Coordinate any clinical student projects with the Unit Educator/Manager prior to initiating the project.

12. The results of the project should be presented to the Unit Educator/Manager prior to presenting the information to the staff.

13. **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.

14. **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.

15. **Inservices** – instructors/students are invited to all unless otherwise indicated on the flyer.

16. **Elsevier Clinical Skills:** to search go to the intranet, Learning & Development, Organizational Learning, and click on Elsevier Clinical Skills. Tip sheets and policies/procedures are available on the Practice Council References homepage. Policies and procedures trump any practice in Elsevier Clinical Skills. When searching for proper procedure use Medworxx for first search for policies and if policy cannot be found use Elsevier Clinical Skills.