Information for Nursing Faculty Instructors

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

2. **Communication to Leadership & Staff**
   - Provide 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 manager and clinical educator.
   - Meet with clinical educator and/or manager at least weekly to discuss issues/concerns.
   - Precepted faculty instructors/coordinators - see “Precepted Student Guidelines”.

3. **Evaluations**
   All faculty instructors/coordinators will be sent an evaluation of the clinical experience at the end of the semester or clinical.

4. **Parking Information** – see information on [Nursing Undergraduate Website](#).

5. **Valuables/Personal Belongings**
   - There is no storage space for student belongings in the departments. For safety and security reasons, bring only materials essential to clinical (items that can be carried on their person).
   - To maintain social distancing, seating in the cafeteria is limited for meals/breaks. Scheduled lunch breaks for clinical groups to avoid congestion in the cafeteria may be implemented.

6. **Conference Rooms**
   - Due to restrictions on in person meetings, rooms will not be reserved for student pre and post conferences. Faculty instructors should plan for alternative means (such as virtually via Skype, Zoom, Google Meets, etc., outdoors, or offsite) for pre and post conferences.

7. **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.

8. **Glucose Meters – Froedtert Hospital Faculty Instructors (whose students use the meter)**
   - Obtain a Froedtert ID badge from the Security Department (cost is $5.00) during faculty instructor orientation to use for the Glucose Meter. If you are a Froedtert staff member, you may use your current ID badge. For training meter to review with students, contact Organizational Learning. Do not use the meters on the unit.
   - Scan for the student as the operator when performing a bedside blood glucose test. Students may also perform a blood glucose test with their preceptor or another RN.
   - Students may not perform a blood glucose test with a CNA.
   - Complete annual Glucose Meter competency and QC Test level 1 (low) and level 3 (high) annually between January 1st and March 31st (or within the first 2 weeks of the clinical).
9. Off Unit Observational Experiences
   - Off unit observational experiences that are part of the students clinical educational experience are permitted if department leader approves.
   - Faculty instructor is responsible for reaching out and arranging experiences with other departments/leaders if interested in sending student(s) for 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.
   - The student may accompany the patient to a test/procedure if approved by the department they are going to.

10. Student Projects
    Coordinate any clinical student projects with the clinical educator/manager prior to initiating the project. The results of the project should be presented to the clinical educator/manager prior to presenting the information to the staff.

11. Identification
    - All students and faculty instructors must wear school ID badge at all times when on Froedtert campus unless provided with a Froedtert ID badge.
    - Students who have a clinical at Froedtert Hospital must wear Froedtert ID badge.
    - Faculty instructor and student ID badges must be returned to Security at the end of the clinical experience(s).

12. Clinical Group
    No more than a maximum of eight (8) students may be on a unit per faculty instructor. For pre-approved groups of nine (9) students, one student must rotate off the unit at any given time.

13. In-services
    Faculty instructors/students are invited to all unless otherwise indicated on the flyer.

14. Elsevier Clinical Skills
    - Consult Froedtert policies in Medworxx 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.