



Nursing Instructor Verification Process & Training

	<u>New Instructors</u>
✓	To Do
<input type="checkbox"/>	<p><u>Verification</u></p> <ul style="list-style-type: none"> • All clinical group nursing instructors who have students at Froedtert Hospital, Froedtert Menomonee Falls Hospital, or Froedtert West Bend Hospital must enroll in the verification system each semester. Exception: Froedtert Health staff members who are nursing instructors. • Click on the Verification Link and enter your <u>school</u> 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 the confidentiality agreement. • Check your junk/spam if you do not receive an email back from the system (see Student Verification Tip Sheet on website for questions/problems with verification). • School coordinator is notified of your enrollment and is responsible to verify you when the requirements are met. Contact your school coordinator with any questions.
<input type="checkbox"/>	<p><u>Learning Center</u></p> <ul style="list-style-type: none"> • Receive email from the system 48 hours <u>after verification by school coordinator.</u> • Learning Center Modules: complete the assigned modules prior to the start of clinical. • Additional equipment modules will be assigned: Kangaroo Tube Feeding Pump, Alaris IV Pump, and Zoll R Series Plus Defibrillator. Complete prior to attending new instructor orientation. • <u>*RN Student Epic Online Training - Must complete all online modules prior to attending RN Student Epic Class</u>
<input type="checkbox"/>	<p><u>New Instructor Orientation</u></p> <ul style="list-style-type: none"> • Classroom Orientation: attend classroom orientation including equipment checkoff. Must be completed prior to starting student clinicals. • Clinical orientation: complete at least 8 hours (on the same shift as the clinical with the students) with a preceptor taking patients. • Computer Training - attend RN student Epic class prior to starting clinicals with students
<input type="checkbox"/>	<p><u>Computer Training/Access - RN Student Epic Class</u></p> <ul style="list-style-type: none"> • RN Clinical group instructors are required to attend the 2-hour RN Student Epic class prior to starting clinical. Exception: Froedtert Health staff members. • Registration is required for the RN Student Epic Class. Enroll in a class in the Learning Center. • 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. • If asked by IT - Instructor access is set up on an electronic student spreadsheet. • Froedtert Health staff members who are nursing instructors - use your staff access.
<input type="checkbox"/>	<p><u>Forms to Complete & Return</u></p> <ul style="list-style-type: none"> • Unit Orientation • Student Unit/Department Orientation Checklist - print from Nursing Student Website, complete and return

<u>Returning Instructors</u>	
✓	To Do
□	<p><u>Returning Instructors</u></p> <ul style="list-style-type: none"> • Verification: all instructors must enroll in the verification system each semester Verification Link (see Verification information above) • Learning Center: Learning Center Link <ul style="list-style-type: none"> ○ Use school email address and password from previous clinical/rotation ○ Complete any new/updated assigned modules • Computer Access: call the Froedtert Help Desk 414-805-2101 to obtain network and epic log in/password on the first day of clinical. Access will not be ready for at least 48 hours after you have been verified in the student verification system. • Unit/department specific orientation - complete and return to Hospital Education Coordinator if you change units. • <u>Student Unit Department Orientation Checklist</u> - print from Nursing Student Website, complete and return (if you change units). • Communication to Director of Nursing/Nurse Manager/Unit Educator/Staff <ul style="list-style-type: none"> ○ Provide contact information - home/cell phone, pager, and email. Notify with any changes. ○ 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, and both weeks of staff ○ Meet with Unit Educator and/or Nurse Manager <u>at least weekly</u> to discuss issues/concerns
General Information	
	<p><u>Parking</u></p> <p><u>Froedtert Hospital:</u> see handout on Nursing Student Website</p> <p><u>Froedtert Menomonee Falls Hospital:</u> Froedtert Menomonee Falls Hospital Parking</p> <p><u>Froedtert West Bend Hospital:</u> park in the front parking lot of the building</p>
	<p><u>Forms and information</u> - Nursing Student Website</p>
	<p><u>Questions</u></p> <ul style="list-style-type: none"> • Student Hotline: 414-805-8000 • Contact your instructor, preceptor or nursingstudents@froedtert.com • <u>Do not call the Froedtert Help Desk</u> for questions.