# Nursing Instructor Verification Process & Training

## New Instructors

### To Do

<table>
<thead>
<tr>
<th>Verification</th>
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<tbody>
<tr>
<td>All clinical group nursing instructors who have students at Froedtert Hospital, Community Memorial Hospital (CMH), or St. Joseph’s Hospital West Bend (SJH) must enroll in the verification system each semester. <strong>Exception:</strong> Froedtert Health staff members who are nursing instructors.</td>
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<tr>
<td>- Click on the <a href="#">Verification Link</a> and enter your <strong>school</strong> 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.</td>
</tr>
<tr>
<td>- 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).</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
</tbody>
</table>

### Learning Center

- Receive email from the system **48 hours after verification** by school coordinator.
- **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.
- **RN Student Epic Online Training - Must complete all online modules prior to attending RN Student Epic Class**

### New Instructor Orientation

- **Classroom Orientation:** attend a Tuesday afternoon classroom orientation at Froedtert Hospital from 1230-1600. Must be completed prior to starting student clinicals. Contact Jane Hendricks for available dates.
- **Froedtert ID badge:** $5 is required during classroom orientation for the ID badge.
- **Clinical orientation:** at least 8 hours (on the same shift as the clinical with the students) with a preceptor taking patients.

### Computer Training/Access - RN Student Epic Class

- 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.
- Instructor access is set up on an electronic student spreadsheet.
- **Froedtert Health staff members who are nursing instructors - use your staff access.**

### Forms to Complete & Return

- Unit Orientation
- Student Unit Department Orientation Checklist - print from [Student Experiences Website](#)
Returning Instructors

To Do

- **Verification**: all instructors must enroll in the verification system each semester [Verification Link](#) (see Verification information above).
- **Learning Center**: [Learning Center Link](#)
  - Use school email address and password from previous clinical/rotation.
  - Complete assigned modules.
- **Computer Access**: call the Froedtert Help Desk 414-805-2101 to obtain network and epic login/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.
- **Student Unit Department Orientation Checklist** - print from [Student Experiences Website](#), complete and return (if you change units).
- **Communication to Director of Nursing/Nurse Manager/Unit Educator/Staff**
  - 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 at least weekly to discuss issues/concerns

General Information

- **Parking**
  - Froedtert Hospital: see handout on [Student Experiences Website](#)
  - Community Memorial Hospital: [CMH Parking](#)
  - St. Joseph’s West Bend: park in the front parking lot of the building

Forms and information - [Nursing Student Website](#)

Questions

- **Student Hotline**: 414-805-8000
- Contact your instructor, preceptor or [nursingstudents@froedtert.com](mailto:nursingstudents@froedtert.com)
- Do not call the Froedtert Help Desk for questions.

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