# Nursing Instructor Verification Process & Training

## New Instructors

**To Do**

### Verification
- 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 school 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.

### 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 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

### 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.
- 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.

### Forms to Complete & Return
- **Unit Orientation**
- [Student Unit/Department Orientation Checklist](#) - print from [Nursing Student Website](#), complete and return
# Returning Instructors

## To Do

### Returning Instructors
- **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 any new/updated 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 [Nursing Student 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 [Nursing Student Website](#)
- **Froedtert Menomonee Falls Hospital**: [Froedtert Menomonee Falls Hospital Parking](#)
- **Froedtert West Bend Hospital**: 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.