## New Instructors

### Verification
- 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. 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 a Tuesday afternoon classroom orientation from 1200-1630. Must be completed prior to starting student clinicals. Contact Jane Hendricks for available dates. Orientations are held at Froedtert Hospital.
- Froedtert ID badge: $5 is required during classroom orientation for the ID badge. Cost will be refunded when the ID badge is returned.
- 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 Student 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
## Returning Instructors

- **Verification**: all instructors must enroll in the verification system each semester [Verification Link](#) (see Verification information above).
- **Student Learning Center**:  
  - Use school email address and password from previous clinical/rotation.  
  - You will not be sent another email from the system. Contact Organizational Learning for password reset if needed 414-805-5393.  
  - Complete the most current versions of the online modules listed above and any new modules that have been assigned to you since your last clinical/rotation.
- **Computer Access**: call the Froedtert Help Desk 414-805-2101 to obtain network and epic login/password on the first day of clinical. This 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**: [Froedtert Hospital Parking](#)  
- **Community Memorial Hospital**: [CMH Parking](#)  
- **St. Joseph’s West Bend**: park in the front parking lot of the building

### Forms and Information
- [Student Experiences Website](#)

## Questions

- **Student Hotline**: 414-805-8000  
  - Contact your instructor, preceptor or Hospital Education Coordinator:  
    - [Froedtert & Medical College of Wisconsin Students](#): Jane Hendricks, [Jane.Hendricks@froedtert.com](mailto:Jane.Hendricks@froedtert.com), 414-805-5392  
    - [Community Memorial, St. Joseph’s WB, and CP Clinic Students](#): Amy Tyznik, [Amy.Tyznik@froedtert.com](mailto:Amy.Tyznik@froedtert.com), 262-257-3241
  
- Do not call the Froedtert Help Desk for questions.

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