



## Nursing Instructor Verification Process & Training

	<u>New Instructors</u>
✓	To Do
<input type="checkbox"/>	<p><b><u>Verification</u></b></p> <ul style="list-style-type: none"> <li>• 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 <u>each semester</u>. <b>Exception:</b> Froedtert Health staff members who are nursing instructors.</li> <li>• Click on the <a href="#">Verification Link</a> and enter your <b>school</b> 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.</li> <li>• Check your junk/spam if you do not receive an email back from the system. See <a href="#">Student Verification Tip Sheet</a> on website for questions/problems with verification.</li> <li>• 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.</li> <li>• Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.</li> </ul>
<input type="checkbox"/>	<p><b><u>Learning Center</u></b></p> <ul style="list-style-type: none"> <li>• Receive email from the system 48 hours <u>after verification by school coordinator</u>.</li> <li>• <b>Learning Center Modules:</b> complete assigned modules prior to the start of clinical.</li> <li>• <u>New instructors</u> - complete assigned modules prior to attending new instructor orientation.</li> </ul>
<input type="checkbox"/>	<p><b><u>New Instructor Orientation (must be completed prior to starting clinicals with students):</u></b></p> <ul style="list-style-type: none"> <li>• <b>Classroom Orientation:</b> attend classroom orientation including equipment checkoff.</li> <li>• <b>Clinical orientation:</b> complete at least 8 hours (on the same shift as the clinical with the students) with a preceptor taking patients.</li> <li>• <b>Computer Training</b> - complete epic modules as assigned.</li> <li>• <b>Epic online modules available through the Learning Center</b></li> <li>• Complete <a href="#">Instructor Department Orientation Checklist</a> and send to <a href="mailto:StudentDeptChecklist@froedtert.com">StudentDeptChecklist@froedtert.com</a>.</li> </ul>
<input type="checkbox"/>	<p><b><u>Computer Access</u></b></p> <ul style="list-style-type: none"> <li>• <b>Computer Access:</b> 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 72 hours after you have been verified in the student verification system.</li> <li>• If asked by IT - Instructor access is set up on an electronic student spreadsheet.</li> <li>• <b>Froedtert Health staff members who are nursing instructors - use your staff access.</b></li> </ul>
<input type="checkbox"/>	<p><b><u>Forms to Complete &amp; Return</u></b></p> <ul style="list-style-type: none"> <li>• Instructor Department Orientation Checklist (see above).</li> <li>• <a href="#">Student Unit/Department Orientation Checklist</a> - clinical group instructors, print a copy for each student, complete and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a>.</li> </ul>

<u>Returning Instructors</u>	
✓	To Do
□	<p><b><u>Returning Instructors</u></b></p> <ul style="list-style-type: none"> <li>● <b>Verification:</b> all instructors must enroll in the verification system each semester <a href="#">Verification Link</a> (see Verification information above).</li> <li>● Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.</li> <li>● <b>Learning Center:</b> <a href="#">Learning Center Link</a> <ul style="list-style-type: none"> <li>○ Use school email address and password from previous clinical/rotation</li> <li>○ Complete any new/updated assigned modules</li> </ul> </li> <li>● <b>Computer Access:</b> 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 72 hours after you have been verified in the student verification system.</li> <li>● <a href="#">Instructor Department Orientation Checklist</a> - complete and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a> if you change units.</li> <li>● <a href="#">Student Unit Department Orientation Checklist</a> - clinical group instructors, print a copy for each student, complete and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a>.</li> <li>● <b>Communication to Nurse Manager/Educator/Staff</b> <ul style="list-style-type: none"> <li>○ Provide contact information - home/cell phone, pager, and email. Notify with any changes.</li> <li>○ Provide dates and times students will be on unit including prep times</li> <li>○ Complete unit template or provide complete information on what students can/cannot do</li> <li>○ Meet Director/Manager/Educator, and both weeks of staff</li> <li>○ Meet with Unit Educator and/or Nurse Manager <u>at least weekly</u> to discuss issues/concerns</li> </ul> </li> </ul>
<b>General Information</b>	
	<p><b><u>Parking</u></b>  <u>Froedtert Hospital:</u> see <a href="#">Froedtert Hospital Parking</a>  <u>Froedtert Menomonee Falls Hospital:</u> <a href="#">Froedtert Menomonee Falls Hospital Parking</a>  <u>Froedtert West Bend Hospital:</u> park in the front parking lot of the building</p>
	<p><b><u>Forms and information</u></b> - <a href="#">Nursing Student Website</a></p>
	<p><b><u>Questions</u></b></p> <ul style="list-style-type: none"> <li>● <b>Student Hotline:</b> 414-805-8000</li> <li>● Contact your instructor, preceptor or <a href="mailto:undergradstudents@froedtert.com">undergradstudents@froedtert.com</a></li> <li>● <u>Do not call the Froedtert Help Desk</u> for questions.</li> </ul>