New & Ongoing Clinical Nursing Instructor Orientation

New Nursing Instructor Orientation

New instructor orientation consists of: classroom orientation, Student RN Epic Computer Class (including online learning modules), and at least 8 hours of clinical orientation on the unit (on the shift the instructor will have students). Orientation must be completed prior to start of clinical.

Classroom Orientation

- **Complete Online Modules:** prior to attending new instructor orientation:
  - Modules you will be assigned via the Froedtert Learning Center: [Learning Center](#)
    - Kangaroo Tube Feeding Pump
    - Alaris Pump Module - Online (Froedtert Only)
    - Zoll R Series PLUS Defibrillator Module - Online
    - *Waste Management
    - *Compliance, Ethics & Code of Business Conduct
    - *Information Technology Security
    - *Safety Awareness (appropriate sections to be completed for each clinical area)
    - Student Handbooks
    - *Privacy Expectations
  - **RN Student Epic Online Training** - Must complete all 6 online modules prior to attending RN Student Epic Class.
  - **Exceptions:** Froedtert Health staff members

- Attend classroom orientation (includes meeting with System Education Coordinator, equipment checkoff, and obtaining an ID badge) prior to starting clinicals.

Computer Training

- Instructors are required to attend 2 hour RN Student Epic Computer Class (includes review of student documentation and cosignature requirements). Online computer modules must be completed prior to class (see above).
- For specific information on the classes see the Computer Training Information found on the website: [Nursing Undergraduate Website](#).

Clinical Orientation

At least 8 hours on the unit (on the shift the instructor will have students) with a preceptor taking patients.

**Educator responsibilities:**
- Unit Introductions - Director, Manager, Nurse Educator, unit staff
- Unit routine/report - days/pms/night
- Patient assignments including patients not to take
- Who to contact off hours
- Tour of unit/scavenger hunt (supply rooms, nurse servers, clipboards, etc.)
- Equipment - beds, pumps, SCDs, gait belts/transfer equipment, etc.
- Review Unit
- Population Specific documentation
- Other students on the floor

**Nursing Instructor Responsibilities**
- Contact information - provide home/cell phone, pager, and email. Notify unit staff and Education Coordinator of any changes.
- Provide dates and times students will be on unit including prep times
- Provide template or complete information on what students can/cannot do
- Introduce self and students to Director, Manager, Nurse Educator, and both weeks of staff
• Meet with Nurse Educator and/or Manager - at least weekly to discuss issues/concerns
• Complete Evaluation of clinical experience - at the end of the semester/clinical experience. Students should complete also.
• Complete unit specific education

CNA Nursing Instructor Orientation (orientation must be completed prior to start of clinical):
• Complete enrollment in verification system
• Complete online modules (Waste Management, Compliance, Ethics & Code of Business Conduct, IT Security, Safety Awareness, Student Handbooks, & Privacy Expectations)
• Meet with System Education Coordinator
• Attend 2 hour Epic Training
• Clinical orientation on the unit to be determined by Nurse Educator on Unit
• Obtain ID Badge (cost is $5.00)

Precepted Nursing Instructor/Coordinator Orientation & Ongoing Orientation Instructors/Coordinators
• Verification System - All clinical instructors who are on site are required to enroll every semester. Refer to handout on website.
• Preceptor Packet (precepted coordinators only) - provide to student and Director/Nurse Manager/Nurse Educator
• Evaluation of clinical experience - complete and have students complete at the end of the semester/clinical experience. An email will be sent with the evaluation link.
• Complete the online modules (see above) and any other mandatory education based on the hospital’s strategic priorities.
• Glucometer - (clinical instructors only) complete annual blood glucose meter competency and Glucometer QC test level 1 (low) and level 3 (high) every 6 months.
• Computer training (clinical instructors only):
  o For specific information on computer classes and online modules see the Computer Training Information found on the website: Nursing Undergraduate Website
  o Updates/changes are communicated via email
• Inservices - instructors/students are invited to all unless otherwise indicated on the flyer.

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